

## Alamo Colleges Event Refreshment Request Form

Name of Event:	Date of Event:
Hours of Event:	Event Location:
Sponsoring Department :	Primary Event Organizer :
FOAP:	<a href="#">Link to Official Functions Procedures</a>

<b>Purpose of Event:</b> Include a description for the planned activity, business purpose of the event, and the rationale for providing refreshments to participants. If applicable, provide event agenda. Refer to Official Functions Procedures located in the Fiscal Affairs website for a complete list allowable expenses.

<b>List type of Refreshment Request (ie. Catering, HEB, etc.)</b>	
	\$ .00
	\$ .00
	\$ .00
Estimated Total Cost of Refreshment	<u>\$ .00</u>
<b>List of Attendees (See Note)</b>	
NOTE: For large groups, list all AC administrators present and include event title, ie. SPC Carrer Day , Students invited to attend College Day, etc.	

**Requester's Certification:** I understand I must submit a request for reimbursement with the approved Event Refreshment Request form within 3 working days from the date of the event. If the expenses are prepaid by the College/District, I will attach the Event Refreshment Request to the Requisition/Purchase Order or the Direct Pay. I have read the Official Functions Procedures and agree the proposed expenses are related to official College/District business. I will manage this form to comply with all guidelines.

Signature :		Date	
Employee	Printed Name		
Approved:		Date	
Budget Manager	Printed Name		
Approved:		Date	
Dean, Campus Vice President or President, Director, or Associate Vice Chancellor Signature	Printed Name		