



## MEALS, COFFEE & LIGHT REFRESHMENTS SERVED ON CAMPUS

To: Vice President of Administrative Services

From: \_\_\_\_\_

Date: \_\_\_\_\_

The College's contracted food service provider, From Scratch, is given first right of refusal as an independent contractor and holds the exclusive right to sell to students, employees, guests and other persons located at Wenatchee Valley College. For further information see *RCW 43.03.050 (3) and (4) and WVC Policy 600.630. **Authorization by the president or designee must be granted five (5) working days prior to the scheduled event.***

### EVENT INFORMATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

### JUSTIFICATION FOR THE EVENT-AGENDA IS REQUIRED

Name of organization/department: \_\_\_\_\_

Number of persons included: \_\_\_\_\_

Purpose/expected accomplishments: \_\_\_\_\_

**If you are serving food and/or light refreshments at your event, WVC Food Services, From Scratch, has first right of refusal. Please contact them at 509.682.6518 or at [wvcfoodservices@wvc.edu](mailto:wvcfoodservices@wvc.edu) for your catering needs. An email from From Scratch is required to show the event has been approved or declined by them.**

**If the event is declined please list your food vendor(s) below.**

Food Purchase Vendor(s): \_\_\_\_\_

**COST (Not to exceed state per diem rate) \$** \_\_\_\_\_

Budget to be charged: \_\_\_\_\_ Budget Authority Signature: \_\_\_\_\_

Budget to be charged: \_\_\_\_\_ Budget Authority Signature: \_\_\_\_\_

### APPROVAL

Vice President of Administrative Services: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_