WENATCHEE VALLEY COLLEGE

# WVC - OMAK

# MEALS, COFFEE & LIGHT REFRESHMENTS SERVED ON CAMPUS

To: Heather Maddy - Administrative Services

From: _____

Date: _____

The College's contracted food service provider 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 Vice President of Administrative Services 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: _____

_____

## LIST YOUR FOOD VENDOR(S)

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: _____

Hmaddy/rev 3/2026