

This form is used to request **pre-approval** for all events with planned allowable food purchases - whether catered internally by the cafeteria or by an external vendor. **ALL** costs associated with the training or official function must be included in detail. Please visit www.rrcc.edu/purchasing for definitions and frequently asked questions.

SECTION I: Complete this section in its ENTIRETY before your event.

Department: _____ Contact: _____ Ext: _____

Vendor(s): _____

(Include all vendors)

Function Date(s): _____ Time Range: _____ ORG(s): _____

Detailed description of event to include the business purpose.

Select one of the following options. If not on the list, please contact the Procurement Manager at ext. 6345 to verify that college funds may be used for your event.

- All-campus meeting
- College sponsored recognition (i.e. retirees)
- Committee interview days
- Outside guests (i.e. Advisory Council, Board Meeting, Public Event, Open House)
- State employees are in attendance (MUST be limited to training functions and group meetings at least 4 hours' long)
- Other _____ (if this box is checked must have approval from Procurement Manager)

Estimated event cost breakdown: Suggestion is to follow Denver per diem rates: Breakfast \$11, Lunch \$12, Dinner \$23

Catered cost per person		Other costs (attach details)	
Number of attendees		Room cost	
Total catered cost		Total other cost	
TOTAL EVENT COST			

Checklist MUST be initialed:

- Checked with the Cafeteria to see if they can provide service for my event BEFORE working with outside vendors.
- Food and or beverages are not being purchased for regular staff meetings or staff departures other than retirees.
- Alcohol is NOT being purchased or reimbursed.
- This form is completed in its entirety and submitted to a **VP or President** for pre-approval with agenda/event announcements, etc. and estimated costs (i.e. quotes/price sheets) for approval.
- I will collect a sign-in sheet with a list of attendees.
- OR** Exception: All college staff or general public event.

Org Owner Signature: _____ **Date:** _____

VP/President Signature: _____ **Date:** _____

Under \$3,000, VP will sign. Over \$3,000, President will sign.

SECTION II: Complete this section after your event.

Invoice Checklist MUST be initialed or marked N/A:

- The invoice is within 10% of the initial estimated cost.
OR If it is over, have the VP or President initial next to the revised amount.
- Cafeteria: Upon receipt of the invoice, sign, date, and submit with *Packet to AP, Box 16.
- Outside Vendor: Complete payment with PCard if within limit, submit *Packet with statement.
OR If Purchase Order was issued, submit invoice ("Ok to Pay", sign and date) along with *Packet to AP, Box 16.