

## REFRESHMENT REQUEST FORM

<b>Department Name:</b>		
<b>Type of Event: (Meeting, Training, Official Business)</b>		
<b>Date of Event:</b>	<b>Time of Event:</b>	<b>Number of Attendees:</b>
<b>Purpose of Event:</b>		
<b>Type of refreshments requested (Example: 2 dozen donuts, 8 bottles of water):</b>		
<b>Cost:</b>	<b>Requestor Name and Phone #:</b>	
<b>Date:</b>	<b>Requestor Signature</b>	

<b>Approval:</b>  <b>Yes: <input type="checkbox"/> No: <input type="checkbox"/></b>	<b>Commissioner Signature:</b>	<b>Date:</b>
<b>Funds Available:</b>  <b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>Director of Finance Signature:</b>	<b>Date:</b>
<b>Charge to Account:</b>		

***Submit for Payment the Following Items: Original Request Form; Attendance Roster; Original Receipt; State Vendor Form (If not previously on file)***