## **REFRESHMENT REQUEST FORM**

Department Name:				
Type of Event: (Meeting, Training, Official Business)				
Date of Event:	Time of Event:	Number of Attendees:		
Purpose of Event:				
Type of refreshments	requested (Example: 2 d	lozen donuts, 8 bottles of water):		
Cost:	Reques	tor Name and Phone #:		
Date:	Reques	tor Signature		

Approval:	Commissioner Signature:	Date:
Yes: 🗆 No: 🗆		
Funds Available:	Director of Finance Signature:	Date:
Yes 🗆 No 🗖		
Charge to Account:		

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