# Expenditure Request

**Western Washington University**  
**Viking Union Organization/Associated Students**  
**#1345497**

**Form of Payment:** Purchase Order, Hold in Finance Office

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**Payment Information**

- **Full Legal Name/Vendor:** Pizza Time  
- **Address:** 505 32nd Street  
- **City:** Bellingham  
- **State:** WA  
- **Zip:** 98225
- **W# required for reimbursement:**  
- **Phone:** 360-650-6555
- **Fax:**
- **Email:**
- **Website:** enter site address then click on Follow Link

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**Quantity** | **Description of Items/Activity** | **Unit Price** | **Amount**
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20 | Large Cheese Pizza | 12.99 | 259.80
10 | Large Veggie Combo Pizza | 12.99 | 129.90
5 | Large Vegan Pizza | 13.05 | 65.25
1 | Gratuity @ 15% | 68.24 | 68.24

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**Budget Information**

<table>
<thead>
<tr>
<th>Fast Index/Account Code</th>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FXXART- ASP Gallery</td>
<td>ASB</td>
<td>550 00</td>
</tr>
<tr>
<td>E263- Food (not paid for by attendees)</td>
<td>ASB</td>
<td>$</td>
</tr>
<tr>
<td>--Select Fast Index--</td>
<td>ASB</td>
<td>$</td>
</tr>
<tr>
<td>--Select Account Code--</td>
<td>$</td>
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</tr>
<tr>
<td>--Select Fast Index--</td>
<td>ASB</td>
<td>$</td>
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<tr>
<td>--Select Account Code--</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>550 00</td>
</tr>
</tbody>
</table>

*Signifies activity code is also required

**Includes food/beverage items:** ☐ Yes  ☐ No  ☐ Club earned funds

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**Purpose / Justification of Expenditure**

We are purchasing pizza for the "Pizza and Accessible Art" event. The purpose of this event in the Viking Union gallery is to help more students become interested and involved in art making, while eliminating the preconceptions of art as only for the elite. There will be a variety of low-risk art making activities such as finger-painting, coloring, and sculpting with clay. Pizza is offered as an incentive for attendance and to create a friendly, low-pressure atmosphere.
 Authority: POL-U5346.16 Purchasing Food and Beverages

For food for Associated Student (AS) events: Follow AS policy and procedures

Click here to determine if this form is required for your situation.

Specific Policy # using to purchase (from AS Food & Beverage Policy available at the link above)
This form is not required to approve food for individual traveler purposes.

Event Eligibility

Before completing this Web Form, please review the criteria below required to purchase food.

Criteria for Providing Coffee and Light Refreshments (SAAM 70.10)
Criteria to purchase meals (SAAM 70.15)
Criteria for employment interviews. (SAAM 70.20)
Criteria for recognition events. (SAAM 70.10)

Before completing this form, please review Prohibited Activities - these are activities where Chart 1 funds may not be used under any circumstances.

After reviewing the appropriate criteria above, indicate below:
☑ This event meets the required criteria and is not a prohibited activity.

Department Information

Sponsoring Organization or Club: AS Productions
Main Contact: Nate Jo
Phone: 360-650-6112

Event Information

Name of Event: Pizza & Accessible Art
Date of Event: 10/09/2020
☑ Event will be recurring Frequency: 
☑ Requesting Blanket Authorization for the period (limited to no more than one fiscal year)

Time of Event: Start 6 PM End 8 PM
Location of Event:
☑ This is a University owned/leased facility. ☑ In Bellingham area
☐ This is not a University owned/leased facility but there is no use fee.
☐ This is not a University owned/leased facility and there is a use fee for the facility.
Complete Justification for Use of Non-State Facility form if paying a fee to use a non University facility
E-form#

Total Number of Invites (or estimate):
Invites include (check all that apply):
☑ Employees (includes student employees and other state agency/institution employees)
☑ WWU Students
Prospective candidates (only one food form needs to be completed per search; not one for each candidate), attach interview dining/meal schedule and attendees.

List names of invitees or names of groups (i.e. Biology Dept faculty, Ethnic Student Club) below or attach a list to this form:

AS Productions Staff, VU Gallery Staff, WWU Students (open to the campus community, expecting 75 attendees)

**Expense Justification**

A. The event is one of the following:

- Meeting
- Training
- Recognition
- Employment Interviews
- University program activity
- Other ___________

B. Please indicate below why providing food/beverages is integral (necessary) to the meeting/training or activity and supports the University's strategic mission. Check all that apply and provide justification:

- Needed to schedule during meal time due to scheduling conflicts.
- To create an attendance incentive.
- Attendees' full time, ongoing attendance is critical to achieving goals of training/meeting.
- Essential to meet mission/objectives of the program.
- Other ___________

**Justification**

Providing pizza is important to this program as an attendance incentive and to contribute to lowering barriers around art-making. Providing pizza will create a welcoming low-pressure environment for students to socialize and make arts/crafts.

**Food/Beverages**

- Light Refreshments
- Meals will be served.

**In Bellingham,**

- Breakfast. Bellingham per diem rate: $14.00 x _____ # of people = $_____ Total
- Lunch. Bellingham per diem rate: $16.00 x _____ # of people = $_____ Total
- Dinner. Bellingham per diem rate: $25.00 x 50 # of people = $1250.00 Total

Grand per diem total: $1250.00

**If outside Bellingham** [click here to see WA state Per Diem Map and use the appropriate rate.]

Name of City: ________________

- Breakfast. Per diem rate used: $_____ x _____ # of people = $_____ Total
- Lunch. Per diem rate used: $_____ x _____ # of people = $_____ Total
- Dinner. Per diem rate used: $_____ x _____ # of people = $_____ Total

Grand per diem total: $_______
The cost per meal when using Chart 1 funds may not exceed the per diem rate, including tax, administrative service fee and up to 15% gratuity, for the location in which the meal is served.

Estimated total cost of meals $____________
Amount that exceeds per diem $____________

Catering/Vendor Requirement:

WWU Dining Services is the exclusive caterer for Western. All food and beverages for meetings, trainings and events on or in University property/facilities in Bellingham must be provided by WWU Dining and Catering Services. Providing outside food and beverages requires explicit permission of the University Dining Services Administrator two weeks prior to the event.

☐ University catering services will be used. Go to Western’s Catering Services website to order.

☐ Outside vendor/store is providing food. Click here for the Catering Exemption Approval Form (required).

E-form# 1234567 Exemption forms are not required for potlucks or fund raisers (i.e. bake sale) or when the outside venue requires the department to use the venue’s catering services.

Additional Comments:

Catering Exemption Form for pizza order has been submitted (food purchase over $300).

Organization / Event Information

Organization/Club: AS Productions
Event Name: Pizza & Accessible Art
Event Date (mark n/a if not applicable): 10/9/2020

Requester Information

Name: Nate Jo
Email:  asproductionsemail@wwu.edu       Phone: 360-650-6112

NOTES:

Finance Office Use Only

Document # ___________________________ Date: ________________

Special Instructions:

Comments

Routing Instructions

Routing Email Selector: --Select--