



**Expenditure Request**  
 Viking Union Organization/Associated Students  
 (360) 650-6112 | MailStop 9106

#1345497

Help Webmenu FormsFinder FormsInbox



Form of Payment: Purchase Order- Hold in Finance Office

**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: \_\_\_\_\_  
 Web site: enter site address then click on Follow Link [Follow link](#)

Quantity	Description of Items/Activity	Unit Price	Amount
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
			\$
			\$
		<b>Not to Exceed</b>	<b>550.00</b>

**Budget Information**

Fast Index/Account Code	Activity	Amount
FXXART- ASP Gallery	ASB	550.00
E263- Food (not paid for by attendees)		
--Select Fast Index--	ASB	\$
--Select Account Code--		
--Select Fast Index--	ASB	\$
--Select Account Code--		
	<b>Total</b>	<b>550.00</b>

\*SIGNIFIES ACTIVITY CODE IS ALSO REQUIRED

Includes food/beverage items  Yes  No  Club earned funds

**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 preceptions 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.

## Food



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.

7 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](#) food 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   End

### 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 Invitees (or estimate):

Invitees 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.

Other \_\_\_\_\_

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, on-going 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.

If in Bellingham,

<input type="checkbox"/> Breakfast.	Bellingham per diem rate: \$	<u>14.00</u>	x	_____	# of people = \$	_____	Total
<input type="checkbox"/> Lunch.	Bellingham per diem rate: \$	<u>16.00</u>	x	_____	# of people = \$	_____	Total
<input checked="" type="checkbox"/> Dinner.	Bellingham per diem rate: \$	<u>25.00</u>	x	<u>50</u>	# of people = \$	<u>1250.00</u>	Total
						Grand per diem total: \$	<u>1250.00</u>

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

Name of City: \_\_\_\_\_

<input type="checkbox"/> Breakfast.	Per diem rate used: \$	_____	x	_____	# of people = \$	_____	Total
<input type="checkbox"/> Lunch.	Per diem rate used: \$	_____	x	_____	# of people = \$	_____	Total
<input type="checkbox"/> 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/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--