MEMORANDUM

TO: EWU Departments

FROM: EWU Purchasing Department

DATE: September 23, 2008

SUBJECT: Meals & Light Refreshments

In an effort to better serve the campus community, Purchasing is now requiring a Meals & Light Refreshment Form for all food related purchases. This form will provide us with the necessary information and additional paperwork needed to accurately and efficiently process your food related requests. The Meals & Light Refreshment Form can be found at: http://www.ewu.edu/x3186.xml.

In addition to the Meals & Light Refreshments Form, an agenda is required for the following activities:

- Meals for search committee members and other employees, including and reporting, directly to the President, the Provost or the Vice Presidents for Business and Finance and Student Affairs when interviewing a prospective employee candidate. An interview schedule must be submitted with the Meals and Light Refreshments form.
- Mealtime meetings with external constituents such as, inter-institutional, inter-agency, and volunteers, where the meal is an integral part of the meeting and the meeting is at least 2 hours in length. A formal agenda is submitted with the Meals and Light Refreshments form.
- Non-routine university employee training. A formal agenda is submitted with the Meals and Light Refreshments form and the training is at least 2 hours in length. This is not intended for on the job training.

Receiving this paperwork up front will reduce turnaround time and help process your order. Thank you for your time and assistance.