



BTC Foundation Request for Refreshments

Upon request, the Foundation *may* make expenditures for coffee and/or light refreshment in the following situations:

- For anniversaries, celebrations, or receptions for new, existing and/or retiring employees
- Any “hosting” activity; including, but not limited to, activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than college business event
- Expenditures for coffee and/or light refreshments for those whom the college is not legally authorized to reimburse

Name of person to be reimbursed

Department/program

Contact phone/email

Anticipated expenditure

Purpose of meeting/event & rationale for refreshments to be served:

Date of event

Time

Location

Signature of person making request

Date

Signature of administration/supervisor

Date

Signature of Foundation approver

Date