



**EDMONDS COMMUNITY COLLEGE  
CENTER FOR STUDENT  
ENGAGEMENT AND LEADERSHIP**

## Food Purchase Justification Form

<b>Purchaser:</b>	<b>Vendor(s)</b>	<b>Date:</b>
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<b>Description (What is the item (s)):</b>
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<b>Public Purpose/Justification</b>
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**Who was involved in the expense (who attended)?** *If 50 or less students please fill out back side of form.*

**What is the purpose of your or business (i.e. club meeting; fundraiser; social gathering)?**

**When did the expense or event occur (if other than the date on the receipt)?**

**Where did the expense or event occur?**

**Why are you having this event (i.e. weekly meeting; to raise money; celebration; speaker; film showing)?**

<b>Account:</b> 522-264-	<b>Amount:</b>	<b>Advisor Signature:</b>
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50 or less attendees	GROUP MEMBER NAMES (Please type or print)	SIGNATURE OF RECIPIENT	Food <i>and/or</i> Drinks Received	Student or Staff
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	<u>SIGNATURE OF EMPLOYEE IN CHARGE:</u>			<u>DATE:</u>	