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**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**SUBJECT:** Special Meal Approval Request

In accordance with PPM 49, S 1509 C., I am requesting permission to serve \_\_\_\_\_ in connection with a River Parishes Community College sponsored meeting or event. Every effort was made to ensure that costs remained reasonable and no alcohol charges will be included. Proper bid procedures were followed, where necessary. The quote for this meal is attached, including menu items. Details of this meeting are as follows:

Date and Time: \_\_\_\_\_

Name of Function or Event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Attendees: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Per Person Cost: \_\_\_\_\_

Name of restaurant or caterer: \_\_\_\_\_

Additional costs: \_\_\_\_\_

The purpose of this meeting is \_\_\_\_\_.

I understand that a sign-in sheet must be attached to the request to pay for this meal, as well as all original receipts and this approval letter.

Approved:

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date