

**State of Montana
Legislative Branch**

**ATTACHMENT 1 TO POLICY NO. LEG FIN 1_08_01
Food and Refreshment Purchase Form**

Purpose: To document procurement of light refreshments.

Instructions: Complete Form and submit with itemized receipts and/or ProCard log.

Employee Contact

Name:

Phone:

Divison (LFD/LAD/LSD):

Total Cost of purchase:

Number of attendees:

Event Description (or attach agenda):

Do all of the following mandatory conditions apply? Y or N

- Event is for work purposes.
- Expenditure does not create undue financial hardship to the Branch.

Management Authorization

Approved:

Denied:

Authorized Signature: