



“Western Cares and Back 2 Bellingham Reunion”

Proposed Motion: *Approve the up to \$500 from AS Operating Enhancement (FXXENH) to cover the expenses for the AS Board Back to Bellingham Reunion.*

Sponsor: *Carly Roberts, AS President*

Persons of Contact: *Cindy Monger*

Date: April 17, 2014

Background & Context

This year there were several large expenses that needed to be covered out of AS Board Discretionary. In order to cover these unique onetime expenses we are requesting additional funding from Operating Enhancement.

Summary of Proposal

The AS Board of Directors Office is hosting an AS Board Reunion as part of Back to Bellingham. The purpose of the reunion is to bring former, current, and future Board Members together for networking as well as to offer a time to honor the 38 years of service by Jim Schuster and Kevin Majkut. A minimal reception has been planned for 50 attendees. Catering is aware that these numbers may change as RSVPs are gathered.

Fiscal Impacts

Current expenses from discretionary	\$1,392
Projected expenses for the remainder of the year	<u>\$ 500</u>
	\$1,892 of the \$2,000 budget

Estimated Costs of catering is under just under \$500

Order Name: **AS Board of Directors Reunion**



Western Washington University Catering Aramark
 516 High Street, Edens Hall
 109, Bellingham, WA 98225

CONTRACT #5140

Saturday, 5/17/2014
 Ordered On: 4/1/2014



360-650-3933

Customer Information

First Name:	Cindy
Last Name:	Monger
Department / Company:	WWU AS Board
Address:	516 High Street
City:	Bellingham
State:	WA
Zip Code:	98225
Email:	cindy.monger@wwu.edu
Phone:	cindy.monger@wwu.edu

Delivery / Pickup Information

Method:	On Campus Delivery
Delivery Contact:	Cindy Monger
Delivery Phone:	360-650-3460
Building:	VU
Floor:	5
Room # / Name:	Gallery
Do you require China? (additional charges may apply):	No
Do you require Linen? (additional charges may apply):	No

Payment Information

Payment Type:	Expenditure Request
ER #:	#838241
Policy Acceptance:	I Accept CEM

Staff Information

Event Information

Guest Count:	50
Pick-up / Delivery Date:	Saturday, 5/17/2014
Room Set-by Time:	1:30 PM
Event Start Time:	2:00 PM
Event End Time:	4:00 PM
Room Available To Set Time:	12:30 PM

FOOD

Qty. Price Ext.

<p>Fresh Garden Crudité (Receptions, Reception Platters)</p> <p>Served with Ranch and/or Hummus, and Pita Triangles.</p> <p>Serve 20</p> <ul style="list-style-type: none"> • Ranch and Hummus - (Ranch and/or Hummus) 	1	\$60.00	\$60.00
<p>Fruit & Cheese Platter (Receptions, Reception Platters)</p> <p>Fresh Seasonal Fruit with Domestic & Imported Cheeses served with Gourmet Crackers.</p> <p>Serves 20</p>	1	\$80.00	\$80.00
<p>Antipasto Platter (Receptions, Reception Platters)</p> <p>Served with Marinated Grilled Vegetables and featuring a Fine Assortment of Salumi Italian Meats & Gourmet Cheeses.</p> <p>Serves 20</p>	1	\$95.00	\$95.00
<p>Cookies & Brownies (Breaks, Desserts)</p>	50	\$1.59	\$79.50

BEVERAGES	Qty.	Price	Ext.
Starbucks Coffee - per gallon	1	\$17.75	\$17.75
Hot Tea - per gallon	1	\$17.75	\$17.75
Lemonade - per gallon	2	\$9.99	\$19.98

<p>* The administrative charge is not intended to be a tip, gratuity, or service charge for the benefit of employees.</p>	Order Totals	
	Sub Total	\$369.98
	Administrative Charge	\$74.00
	Tax	\$38.63
	Order Total	\$482.61
Balance Due	\$482.61	

Special Instructions

CONTRACT #5140