

## City Hosted Events - Food/Beverage/Venue Request Form

<b>Department</b>	Civil Service Commission
<b>Event Description</b>	Lunches and snacks for subject matter experts and raters from around the country for 6+ days visiting onsite to assist CSC with uniformed promotional exam development and assessments.
<b>Public Purpose of Event</b>	N/A
<b>Event Date</b>	Exam development SME dates TBD; exam raters November 11-18, 2023
<b>Estimated Number of Event Attendees</b>	19

BRPO# \_\_\_\_\_ Department/Division# 2701  
 BRDI# \_\_\_\_\_

Category	Description	Amount
Food & Beverage	Lunches and snacks for 19 for 6+ days	\$ 2,500.00
Venue		\$ -
Amenities		\$ -
Mementos		\$ -
Other* <small>(complete list below)</small>		\$ -
<b>Total</b>		<b>\$ 2,500.00</b>

Other Expenses			
Description	Amount	Date	Comments
\$ -		<b>Total Other</b>	

Pcard Usage	\$ -
Pcard Usage	\$ -

Comments:

Total Encumbrance Request	\$2,500.00
---------------------------	------------

**DEPARTMENT CERTIFICATE**



I certify that the City hosted event and related expenditures listed herein serve a public purpose through encouraging public attendance, participation and engagement for the purpose of protecting health and improving lives.

C. Anthony...

\_\_\_\_\_  
 Department Director Signature (required)

6/8/2023  
 \_\_\_\_\_  
 Date