

## Food and Beverage Expenditure Request Form

Department	City Council
Description	Annual event sponsored by CM Barroso de Padilla as a way to promote diversity and a welcoming environment to new U.S. citizens who call Columbus home. This is in partnership with Chief Justice Algenon Marbley's office and the Columbus Museum of Art.
Public Purpose	Purpose of this event is to add to the inclusive and welcoming environment that Columbus has by celebrating diversity and welcoming new american citizens in a well-known and loved local venue.
Date of Event	Wednesday July 17, 2024
Estimated Number of Attendees	200

BRPO# \_\_\_\_\_  
BRDI# \_\_\_\_\_

Department/Division# 2001

Category	Description	Amount
Food & Beverages	assorted pastries, coffee, tea (\$2,880)	\$ 2,880.00
Venue		\$ -
Amenities		\$ -
Mementos		\$ -
Other* (complete list below)		\$ 2,225.00
<b>Total</b>		<b>\$ 5,105.00</b>

Other Expenses			
Description	Amount	Date	Comments
Labor	\$ 1,215.00	7/17/2024	
audio and visual needs	\$ 950.00	7/17/2024	
equipment rental	\$ 60.00	7/17/2024	
	\$ 2,225.00	Total Other	

Pcard Usage		\$ -
Petty Cash Usage		\$ -

Comments

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Total Encumbrance Request	\$ 5,105.00
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## DEPARTMENT CERTIFICATE



I certify that the expenditures listed herein serve a public purpose through encouraging public attendance, participation and engagement, or through recognizing and developing staff for better programmatic and service delivery to the community.

Department Director Signature (required)

Date \_\_\_\_\_