



Dining Services Department Charge

Department Name	Cost Center	Optional Program	
Primary purpose for this char	ge:		
	Please check one:	FACULTY & STAFF	GUEST MEAL
ATTENDEES: please print names below	Breakfast Lunch Dinner	\$6.50 \$8.50 \$12.00	\$10.00 \$13.50 \$15.50
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
Continue on back if more space is needed		Please check appropriate box above for each guest	
Signature / prin	-	Date	

Signature - Department Chair

or Accounting Unit Authority

MOUNT	OLYOKE.
MOUNT HOLYON	CE COLLEGE

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2)			
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10)			
Continue on back if more space is needed		Please check appropriate box above for each guest	
Signature / print name		-	Date
Signatura	Department Chai	ir	

or Accounting Unit Authority

Revised 9/20/23 Revised 9/20/23