Tea – _____

Please sign up!

This form can be updated *online* and printed for use.

Date	Name

Some hints on how to organize tea:

- The department will reimburse you up to $35. Make sure to keep the receipts and give them to Karen. If you bake something yourself, please keep the receipt for the raw ingredients.
- Besides buying cookies, make sure if there is enough tea.
- You have to set up the water for the tea *at least half an hour in advance,* otherwise the water will not be warm before the start of the tea.
- Besides setting up, you are also responsible to clean up afterwards.
- It is not forbidden for faculty to organize a tea.