REFRESHMENTS AND MEALS AT DISTRICT FUNCTIONS

The cost of refreshments and meals which are served at duly authorized activities in accordance with this AR that are paid from District funds shall meet all legal and District requirements for expenditure of District funds (California Education Code, Section 70902) and be approved in advance of the event by the appropriate administrator. These expenditures shall be prudent and reasonable and the benefit to an individual may only be incidental. The serving of refreshments and/or meals must meet one of the following guidelines if using District funds:

1. Events open to the public or meetings with outside representatives;

2. Board, district-wide and college-wide meetings, with college and/or district services staff (does not include regular division/school, departmental or committee meetings).

3. Other meetings including workshops, training and retreats, which are of sufficient length (greater than 4 hours), or if it interferes with normal meal and break periods and is of a length of 3 hours or more. One example could be a full workday training meeting during which break time refreshments and lunch are brought to the participants so that training can continue efficiently.

Requisitions for these expenses must use expense object 5271 and include a description of the event, date and time, location, and attendees. If exceptional circumstances arise, the request for an exception should be made to the Executive Director of Fiscal Services for approval in advance.

The cost of refreshments and meals provided by ASG and Foundation funds shall be prudent and reasonable and be approved in advance by the appropriate administrator.