

# ADMINISTRATIVE REGULATION

3520

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## REFRESHMENTS AND MEALS AT DISTRICT FUNCTIONS

The cost of refreshments and meals served at duly authorized activities in accordance with this regulation that are paid from District funds shall meet all legal and District requirements for expenditure of District funds 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. College and department professional development week activities;
4. Collective bargaining negotiation sessions;
5. Other meetings including workshops, training, and retreats, which are scheduled for four (4) or more hours. 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 and spend authorizations for these expenses shall be completed at least one week before the event, use spend category SP5271, and include a description of the event, date and time, location, and attendees (attach meeting agenda or event flyer). 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 Associated Student Government (ASG) and Foundation funds shall be prudent and reasonable and be approved in advance by the appropriate administrator.