

MEALS AND LIGHT REFRESHMENTS

District funds may be used to provide light refreshments (coffee, punch, cake, etc.) or meals for official functions of the District with approval of the Chancellor, college Presidents or their designees. All District and college purchasing procedures shall be followed when purchasing light refreshments or meals.

Light Refreshments

Light refreshments may be authorized at certain District-sponsored meetings or formal training sessions. This authority is not intended for use with the normal daily business of employees, but rather for special situations or occasions under the following conditions:

- the purpose of the meeting is to conduct official District business or to provide formal training sessions that benefit the District or recognize District or employee accomplishments;
- the meeting involves District employees or Board members; and
- the meeting involves non-employees as specified in Board Policy 5012.

Meals

Meals may be authorized at certain District-sponsored meetings or formal training sessions. This authority is not intended for use with the normal daily business of employees, but rather for special situations or occasions under the following conditions:

- the purpose of the meeting is to conduct official District business or to provide formal training sessions that benefit the District or recognize District or employee accomplishments;
- the meeting involves District employees or Board members;
- the meal is an integral part of the meeting or formal training event;
- the name and affiliation of all participants is indicated on the invoice or an attached listing;
- the purchase of meals for individuals other than employees or Board members is restricted to persons with an official relationship with the District, i.e., member of an accreditation team, advisory committee, high school principal, etc.;
- the purchase of meals is limited to functions which can be substantiated as a legitimate District expense where a service to the District is being performed and not construed as a gift of public funds; and
- the meeting involves non-employees as specified in Board Policy 5012.

Additionally, meals may be authorized for special department or unit meetings designed to promote team building, and/or support department goal setting and planning efforts. Meals for department meetings must also be pre-authorized by the supervising manager.

Meals purchased shall not exceed the meal maximum amounts per person specified in Business Procedure 9.22.

Certain grantors prohibit the purchase of meals. In these instances, alternative funding must be used.