

CHAPTER VII

ARTICLE X

MEALS AND REFRESHMENTS AT FORMAL DISTRICT FUNCTIONS

71000. CHANCELLOR'S AUTHORIZATION TO EXPEND FUNDS. The Chancellor may authorize actual and necessary expenditures from the General Fund for meals and refreshments served at District events, meetings, and conferences if the serving of meals or refreshments directly facilitates a District purpose or function.
- 71000.10 Appropriate Functions or Events. Listed below are events at which such expenditures may be appropriated:
1. In-service Training Events; and
 2. Educational Conferences and Events; and
 3. Selected committees not covered under Personnel Commission's authority; and
 4. Special functions that directly serve a District need or function.
- 71000.11 Disallowed Reimbursables. District expenditures for meals and refreshments are NOT allowed for routine administrative meetings, budget planning sessions or other types of informal meetings that are held in the normal course of performing a job.
- 71000.12 Prohibitions Consistent with California Law. In order to overcome prohibitions against gifts of public funds and conflicts of interest, expenditures for non-employees must be consistent with California law and with the purpose for which the District was established.

Adopted 10-25-95

71000.13 Requests for Expenditures. All requests for expenditures shall be prepared in accordance with the Business Services Procedures guidelines. Each request must be submitted prior to the event on the Request for Food Purchase form and approved by the appropriate College President, Deputy Chancellor or designee and Division (Office)/Department Head at the College or District Office.

71000.14 Advance Relevant Payments. Advance payments may be authorized to caterers, restaurants, hotels and other providers of food service when required.

71000.15 Other Costs. Tips or other food service related gratuities are allowed if payment is supported by a printed transaction receipt. Such tips and gratuities cannot exceed 15% of the subtotal of the food purchase costs. "Service charges" are allowed in cases where the caterer, restaurant, hotel and/or other provider or food service adds the charge to the invoice. The District will pay this charge as a cost of doing business.

Expenditures for intoxicating spirits are not allowed except in accordance with Board Rule 10704.

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Amended 06-24-09