

ADMINISTRATIVE REGULATION

6304

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

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, college-wide, and district services-wide meetings, with college and/or district services staff (does not include regular division/school, departmental or committee meetings);
3. District, college, and department professional development week activities and/or extended professional development programs that cover several meetings (e.g. new faculty orientation, EXCEL Academy);
4. Collective bargaining negotiation sessions;
5. Other meetings including interviews, 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.
6. District or college sponsored activity or event as approved by the Executive Director of Fiscal Services or respective college President.
7. Grant, categorical, foundation, or special funding allows for the expenditure of funds for this purpose.

Requisitions or spend authorizations for these expenses shall be completed at least one week before the event, use the appropriate expenditure account, 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 respective college President or Executive Director of Fiscal Services for District Services for approval in advance.

Adopted: 05-08-14
Revised: 03-14-19
Revised: 10-12-23