

CLOVER PARK TECHNICAL COLLEGE

CHAPTER	SECTION	TITLE	HISTORY		
			3	11P	COFFEE AND LIGHT REFRESHMENTS
			Revised 2018		Next review 2021

PROCEDURE

Criteria – With prior approval of the President or designee, the College may provide coffee or light refreshments at meetings where:

1. NThe purpose of the meeting is to conduct state business or to provide formal training that benefits the state; and
2. NThe coffee and/or light refreshment is an integral part of the meeting or training session; and
3. NThe College obtains a receipt for the actual costs of the coffee and/or light refreshments. Non-itemized credit card receipts are not an acceptable receipt.

Definitions –

1. N“Coffee” encompasses any non-alcoholic beverage such as tea, soft drinks, juice, or milk.
2. N“Light refreshments” are edible items that may be served between meals such as doughnuts, sweet rolls, fruits, cheeses, etc.
3. N“Integral part of the meeting” means an activity within a business meeting that is essential to the completeness of the meeting.
4. N“Hosting” includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for coffee and/or light refreshments for those whom agencies are not legally authorized to reimburse.

Official State Meetings –

1. NThe College may provide coffee and/or light refreshments at Board of Trustees meetings including executive sessions without prior approval. The College is not required to provide coffee and/or light refreshments at these meetings.
2. Vocational advisory committee meetings are considered official state business at which the College may pay for coffee and/or light refreshments to be served as part of such meetings.
3. **Exclusions** – Coffee and/or light refreshments may not be paid for by the College in the following situations:
 - a. Anniversaries of the College. N
 - b. NReceptions for new, existing and/or retiring employees other than special situations or occasions recognizing College or employee accomplishments as defined in SAAM 70.10.70b.
 - c. NElection celebrations.

- d. VAny “hosting” activity intended to lobby either a legislator or governmental official, or are to be a social rather than governmental business event, and include expenditures for coffee and/or light refreshments for those whom agencies are not legally authorized to reimburse.


Documentation – The sponsor of the meeting will submit a completed and approved Light Refreshments Form along with their reimbursement request; either an invoice voucher (A-19) or possibly a Travel Expense Voucher (TEV). At a minimum, this form must document:

1. V The purpose of the meeting or expenditure
2. V The names of persons attending the meeting. If the light refreshment is being provided as specifically authorized through a grant, it may not be possible to list the names of all in attendance. In such cases, a general description of the participants will suffice.

The form must have been signed prior to the event and receipts must be attached in order for the reimbursement to be valid. If the actual expense exceeds the estimated cost on the form by 10%, it must be signed again by the President or designee. A Light Refreshment Authorization Request form is not required for Official State Meetings (defined above).

College Food Programs – To minimize the total cost to the College and to support its programs, sponsors of meetings with coffee or light refreshments are encouraged to utilize College food programs when practical.

Exception for Student Government – This procedure does not apply to food or light refreshment purchases made for Associated Student Government activities. See the Use of S&A Fees policy for more information.

APPROVAL:	
By: 	Date: <u>11-1-18</u>
Larry Clark	