

**WALLA WALLA COMMUNITY COLLEGE
COFFEE AND LIGHT REFRESHMENTS
ADMINISTRATIVE POLICY 4540**

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) is an agency of the State of Washington and conforms with established state regulations and requirements in the purchase of food and beverages. This policy, and the associated procedure, outlines the management and control of coffee, light refreshments, and meals with meetings.

II. AUTHORITY

Board Policy 1370. [State Administrative and Accounting Manual \(SAAM\)](#) Chapter 70.10.20 and 70.10.30.

III. SCOPE OF POLICY

This policy applies to all WWCC employees.

IV. DEFINITIONS

- A. *Light Refreshments* - include non-alcoholic beverages and edible items commonly served between meals, but not intended to substitute for meals. Refer to Coffee and Light Refreshments Administrative Procedure 4540 for examples.
- B. *An Integral Part of a Meeting* - in relation to meals with meetings, is defined as a meeting which takes place during, or through, a meal period where attendees are not released from the meeting or formal training session.
- C. *A Regular Workplace* - is the location where a state employee or state official normally performs his/her work (excludes meeting and conference rooms).

V. POLICY

- A. WWCC may approve the serving of coffee, *light refreshments* and/or meals in the conduct of official state business at certain college-sponsored meetings. This authority is not intended for use with the normal daily business of WWCC employees or officials, but rather for special situations or occasions, as determined by the college President or designee, where each of the following is true:
 - 1. The purpose of the meeting is to conduct college business, provide formal training sessions that benefit the state, or recognize college or employee accomplishments; AND
 - 2. The meeting involves special situations or occasions with elective or appointive officials (includes legally authorized boards and commissions), WWCC employees, or its agents; AND
 - 3. The coffee, light refreshments and/or meals are *an integral part of the meeting*; AND
 - 4. The college obtains a receipt for the actual cost of the coffee, light refreshments and/or meals; AND
 - 5. The person responsible for the meeting receives approval to serve coffee, light refreshments and/or meals prior to the event.
- B. Expenditures for coffee, light refreshments and/or meals are not allowed in the following instances:

1. College anniversaries;
 2. Receptions for new, existing, and/or retiring employees or officials;
 3. Election celebrations; or
 4. Any "hosting" activities, including but not limited to, such as those activities intended to lobby a legislator or government official, or are to be a social rather than business event;
 5. Purchase of alcoholic beverages.
- C. Approval for expenditures for coffee, light refreshments and/or meals must be documented using the [Food and Beverages Purchase Request](#) form, and must include the following:
1. Names of the state organizations involved or persons attending the meeting; AND
 2. Purpose of the meeting or expenditure.
 3. Estimate of the approximate number of individuals expected to attend the event;
AND
 4. Estimated cost.

<p>Policy Contact: <u>Vice President, Administrative Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>June 11, 2024</u></p> <p>Last Reviewed/Revised on: _____</p>
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