

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

I. ALLOWABLE EXPENDITURES

- A. Light Refreshments, include non-alcoholic beverages and edible items commonly served between meals, but not intended to substitute for meals.
 - 1. Examples of allowable items: doughnuts, sweet rolls, fruit, cheese, cookies, juice and soft drinks.
 - 2. Examples of items not allowed: sandwiches or hot items such as eggs
- B. Meals, if considered an integral part of a meeting in which the meal takes place during, or through, a meal period where attendees are not released from the meeting or formal training session.

II. APPROVAL AND DOCUMENTATION OF EXPENDITURES

- A. Prior approval must be obtained from the division/unit signature authority or his/her designee, and should be submitted to Business Services at least five (5) business days before the event.
- B. Approval for coffee, light refreshments, and/or meals with meetings must be submitted on a [Food and Beverages Purchase Request](#) form and emailed to: foodbeveragesform@wwcc.edu.
- C. Documentation should provide support for the authorization, including:
 - 1. Names of the state organizations involved (organizations include Boards, Committees, Commissions, Councils, Task Forces, etc.) or persons attending the meeting or formal training session; AND
 - 2. Purpose of the meeting; AND
 - 3. Estimate of the approximate number of individuals expected to attend the event; AND
 - 4. Estimated cost.
 - 5. One-time approvals for recurring meetings, during the same fiscal year, can be made at the time of the initial request.

<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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