

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



APPROVAL TO SERVE COFFEE AND/OR LIGHT REFRESHMENTS

MUST BE APPROVED IN ADVANCE

Use this form to request prior approval of and payment for coffee and/or light refreshments at official college sponsored meetings or training sessions.

INSTRUCTIONS

- BEFORE THE EVENT**, complete Part I of this form, attach a list of all people invited or expected to attend the meeting/training, and obtain prior approval.
 - ✓ If using the p-card for outside catering or retail store, fax this completed form with attachments to Purchasing, x5340. Purchasing will contact you to authorize the expenditure.
 - ✓ If using a purchase order for outside catering or retail store, submit a purchase requisition and this form with attachments to Purchasing, MS 1007. A purchase order will be prepared and returned to you.
 - ✓ If using a purchase order for internal catering (Sodexo), prepare a purchase requisition and submit final documents after the event to Purchasing MS 1007.
- AFTER THE EVENT**, complete Part II of this form and submit for payment as follows:
 - ✓ *P-Card*: Record the actual cost of the food service. Approve expenditures on PaymentNet. Attach this completed form with attachments to the monthly p-card statement.
 - ✓ *Purchase Order – Outside Catering*: Record the actual cost of the food service. Provide approval to pay, attach receipts and submit this completed form with attachments to Purchasing, MS 1007.
 - ✓ *Purchase Order – Internal Catering (Sodexo)*: Record the actual cost of the food service. Provide approval to pay, submit the purchase requisition, invoice from Sodexo, and this form with attachments to Purchasing, MS 1007.

PART I – BEFORE THE EVENT

Name of person making request _____ Date of meeting _____

Location of meeting _____

Purpose of meeting (*attach agenda or program if available*) _____

Number of attendees _____ **Attach a list of all people invited or expected to attend the meeting/training including CCS employees, students and guests.**

Description of items to be served _____

Estimated meal cost _____ Budget number _____ Purchase requisition number _____

Identify provider of coffee and/or light refreshments _____

Signature of person requesting approval _____ Date _____

Signature of person with budget authority _____ Date _____

PRIOR AUTHORIZATION

I approve the serving of coffee and/or light refreshments for the event described above:

Signature _____ Date approved _____

Chancellor/College President, IEL CEO, District Chief Officer

PART II – AFTER THE EVENT

Actual cost of food service \$ _____

Signature of requestor _____ Date _____

ACCOUNTING DEPARTMENT ONLY

ORDER NO.	TRNS. CD.	R V R S	APPR. INDX.	PRG. INDX.	ORG. INDX.	SUB. OBJ.	S.S. OBJ.	SRC. REV.	SUB. SRC.	REIM	SUBSID. ACCOUNT	AMOUNT	PCT. INDX.
APPROVED FOR PAYMENT BY				PREPARED BY				DATE	CHECK DATE	INVOICE NO.			

CCS POLICIES & PROCEDURES

Excerpted from the Travel Handbook

CONVENTIONS, CONFERENCES, MEETINGS, FORMAL TRAINING SESSIONS

COFFEE AND LIGHT REFRESHMENTS

With written prior approval of the Chancellor, College President, IEL Chief Executive Officer, or District Chief Officer, coffee and/or light refreshments may be served at official College sponsored meetings or formal training sessions. This is intended for **special situations only, such as meetings with guests** and is **not** intended for normal business meetings. The coffee or light refreshments must be an integral part of the meeting or training session. Payment for any hosting activity is prohibited.

For state travel regulation purposes, coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. For state travel regulation purposes, a light refreshment is an edible item that may be served between meals. Examples of such items are doughnuts, sweet rolls, pieces of fruit or cheese, etc.

Receipts must accompany all requests for payment for coffee and light refreshments and will be charged to object "GD," other travel expenses.

The documentation authorizing this expense must indicate the purpose of the meeting, the names of persons attending and the total cost of the refreshments served. The **Approval to Serve Coffee and/or Light Refreshments** form must be used and properly authorized.

EVENTS FOR INDIVIDUAL EMPLOYEES

Expenditures for meals, coffee and/or light refreshments for individual employment anniversaries, receptions for new, existing and/or retiring employees or officials, election celebrations, etc. are prohibited under these regulations. However, expenditures for coffee and/or light refreshments as part of a recognition award may be made as discussed above. The total amount expended for the recognition award, including the coffee and/or light refreshments, is limited to the monetary level contained in RCW 41.60.150 which is currently \$200 per award. Such expenditures for recognition awards are to be accounted for under object code "EG" (Employee Professional Development and Training).