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## Official Functions

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### POLICY STATEMENT

#### I. Funding Sources

The following funds may be used for official function expenditures provided funds have been appropriated and budgets have been established and approved for the purpose:

1. General Fund "0"
2. Auxiliary Fund "2"
3. Restricted Fund "1" (function must be within the specific grant guidelines)
4. Agency Fund "9" (provided there are no restrictions prohibiting the use of the funds for this function)

#### II. Types of Official Functions

- A. Recognizing that there are certain occasions when providing meals or refreshments is appropriate and in the best interest of the College, the following guidelines are examples of permissible events:
  1. A professional development activity in which an entire employee group or major segment of the group is involved. Examples are faculty and staff in-service days.
  2. An activity at which the College acts as host to invited guests from outside the College. This is limited to situations where there is specific benefit to the College such as advisory committees.
  3. Governing Board meetings held during meal hours except for College employees.
  4. Campus life activities such as entertainment-oriented programs (dances, comedians, musicians, etc.), refreshments at student activity programs, residence hall programs, student clubs or organizations (welcome socials, club picnics, etc.), and college-sponsored cultural events.
- B. To the maximum degree possible (considering practicality and propriety), all such events should be at a College location and served by College Food Services. Off-campus events should be held to a minimum and require advance approval by the President.
- C. Meeting rooms and facilities for the functions held off-campus are deemed an integral part of an official function expense.

- D. Recognizing that no set of guidelines can respond to all circumstances, the President or his/her designee may approve, on a case-by-case basis, food requests for events not contemplated by these guidelines.

### **III. Approval**

- A. Approval for use of funds for official functions must be obtained in the same manner as any other goods and services provided the function is within the scope of approved functions listed in section II. Exceptions require approval from the College President or his/her designee as stated in II. (D). Such approval should be sought sufficiently in advance (normally two weeks) to allow other arrangements in the event approval is not granted. An Official Functions Form must accompany the requisition form.
- B. Notwithstanding a valid public purpose, alcoholic beverages cannot be purchased with public monies.

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### **POLICY HISTORY**

Adopted 9/14/1993

Renumbered from 5.8 to 7.4 on 9/27/2016

Renumbered from 7.4 to 7.04 on 5/04/2018

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