



PROCEDURE

Policy Name:	Meals and/or Light Refreshments
Policy Number:	3804
Applicable Code/Law:	SAAM 10.40

Procedural Guidelines

1. Section 10.40.70b states that the agency head or designee may authorize the cost of the meals regardless of travel status and without regards to the "three hour rule" when the agency requires the person to attend a meeting where meals are served and where the purpose of the meeting is "official state business" or to provide training to state employees or officials and the meals are an integral part of the business meeting and authorized in advance.
 - a. SCC cannot provide meals for agency anniversaries, receptions for new, existing, and/or retiring employees or state officials. SCC cannot provide meals for celebrations.
 - b. SCC may not provide coffee and light refreshments at meetings or formal training sessions unless the agency has formally adopted a written policy and procedures.
2. College employees must comply with Policy 3804.
3. Student organizations and athletics must complete the "Meals Reimbursement" form.
4. College departments planning events where refreshments or meals will be served must document the service by sending an e-mail to the responsible administrator and a copy to the Purchasing Office three days prior to the event stating:

Name of event
Date of event
Rationale for food service
Anticipated attendance
Estimated cost

5. If the responsible administrator does not approve the event, the requestor will be notified by return email.
6. Employees and vendors will not be paid or reimbursed until the requesting email is on file in the Purchasing Office.
7. Procurement cards may be used if the email is on file in the Purchasing Office.
8. The College-contracted food service business will accept the procurement card.