

	Coffee and Light Refreshments		
Business and Finance	Administrative Procedure 11-040	Page 1 of 1	Adopted 11/94 Revised 11/00 March 2006

1.0 Coffee and Light Refreshments Objectives and Responsibilities

- 1.1 Prior approval must be obtained (SAAM* 10.40.70.a, b.)
 The agency head or authorized designee may approve the serving of coffee and light refreshments in the conduct of official state business. This authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the agency head or authorized designee.

- 1.2 Documentation of prior approval is required. (SAAM 10.40.70 a, b.)
 Prior approval must be obtained by a formally written agency memorandum or an invoice voucher form (A19-1A) with supporting documentation and routed as follows:
 - 1.2.1 Dean or department head level.
 - 1.2.2 Vice President for Instructional Services (or) Vice President for Administration.
 - 1.2.3 Assistant Vice President for Fiscal Operations.

- 1.3 Expenditures for coffee and light refreshments are prohibited in some cases. (SAAM 70.10.)
 CBC cannot make expenditures for coffee and/or light refreshments in the following situations:
 - 1.3.1 For anniversaries of agencies, receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.
 - 1.3.2 Any “hosting” activities. “Hosting” includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for coffee and/or light refreshments for those whom agencies are not legally authorized to reimburse.

*State Administrative Accounting Manual