

LIGHT REFRESHMENTS

To establish an internal policy and procedure for the control of coffee and light refreshments at agency sponsored meetings or formal training sessions.

1. Definition: For purposes of this policy, coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice or milk. In addition, a light refreshment is considered to be an edible item that may be served between meals. Example - doughnuts, sweet rolls, pieces of fruit, cheese, etc.
2. A formal written request for serving coffee and light refreshments at a meeting or training session must be submitted for approval to the Superintendent, Financial Operations Administrator, or the department head.
3. This request must include the purpose of the meeting, justification for serving coffee and/or light refreshments, and an estimate of cost. Prior approval is required before the meeting. This authority is not intended for use with the normal daily business of employees or officials, but rather for special occasions, as determined by the agency head or authorized designee, where:
 - The purpose of the meeting is to conduct agency business, provide formal training sessions that benefit the state, or recognize agency or employee accomplishments; and
 - The meetings involves elective or appointive officials, state employees, or others the agency is legally authorized to reimburse (RCW 43.03.050); and
 - The coffee and/or light refreshments are an integral part of the meeting.
 - The Board of Trustees may provide coffee and/or light refreshments at their official public meeting, including executive sessions.
4. Expenditures for meals, coffee and/or light refreshments for the anniversary of the agency, individual employment anniversaries, receptions for new, existing and/or retiring employees, etc. are prohibited under this policy.
5. **"Hosting"** activities are prohibited under this policy

NOTE: **"Hosting"** includes but is not limited to, those activities that are intended to either lobby a legislator, or a governmental official, or are to be a social rather than a governmental business event, and include expenditures for meals of those whom the school is not legally authorized to reimburse.

6. The school may make, under provisions of RCW 41.60.150, expenditures for coffee and/or light refreshments as part of a recognition award. 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.

Legal Reference: OFM 10.70.70
OFM 70.10.20
OFM 70.10.30
OFM 70.10.40
RCW 41.60.150
RCW 43.03.050

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