

FINANCE AND ADMINISTRATIVE SERVICES

BP 6925 EXPENDITURES FOR MEETINGS, EVENTS, AND ACTIVITIES

References:

Education Code Section 84040
Title 5 Section 58311

The Governing Board of Palomar Community College District recognizes the need to promote understanding of District programs through personal contact with individuals and groups and, at times, requires officers and employees to meet during meal periods. Therefore, the Board authorizes the purchase of food, refreshments, and other items related to these meetings or events for employees and non-employees at District-sponsored events.

Approved activities include: Recognition functions for volunteers and employees; activities honoring individuals in education; educational events; seminars and workshops; committee meetings, including advisory and accreditation team visits; group planning and operational meetings.

Approved related expenditures are: Service of non-alcoholic beverages, food, and other refreshments; speakers' fees; rental of space and equipment; framed certificates, and plaques.

Such expenses for non-alcoholic beverages and other refreshments which are served at duly authorized activities may be paid from District funds.

The Superintendent/President delegates the approval of expenditures to the appropriate Vice President.

Also see BP/AP 3560 titled Alcoholic Beverages.