

Chapter 70 – Other Administrative Regulations

70.10 Coffee and Light Refreshments

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70.10

Coffee and Light Refreshments

70.10.10 The agency must first adopt written policies

An agency may not provide coffee and light refreshments at meetings and formal training sessions unless the agency has formally adopted written internal policies and procedures that describe the approval process for these items.

70.10.20 When may coffee and light refreshments be served?

70.10.20.a

The agency head or authorized designee may approve the serving of coffee and light refreshments in the conduct of official State business at certain agency-sponsored meetings. 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, 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 meeting involves elective or appointive officials, State employees, or others the agency is legally authorized to reimburse; and
- The coffee and/or light refreshments are an integral part of the meeting; and
- The agency obtains a receipt for the actual costs of the coffee and/or light refreshments, and
- The agency person responsible for the meeting receives agency approval for the serving of coffee and/or light refreshments **prior** to the event.

70.10.20.b

All legally authorized boards and commissions may provide coffee and/or light refreshments at their official public meetings, including executive sessions.

70.10.20.c Agencies **are not required** to provide coffee and/or light refreshments at meetings.

70.10.30 Expenditures for coffee and light refreshments are prohibited in some cases

Agencies **may not** make expenditures for coffee and/or light refreshments in the following situations:

- For anniversaries of agencies, receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.
- 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.

70.10.40 Documentation of approval is required

Agencies must document the request and approval for expenditures for coffee and/or light refreshments. Agencies may use a formally written agency memorandum for this purpose. The documentation should provide support for the authorization, including:

- The names of the state organizations or persons attending the meeting (includes conferences, conventions, and formal training sessions), and
- The purpose of the meeting or expenditure.