

# POLICY APPROVAL FORM

**Executive summary.** (type a short summary of the process followed to develop this policy, names of those involved in its development, reason for undertaking the process, and key features of the policy).  
This section is to be completed by the group or individual assigned to develop the policy.

## Meals or Light Refreshment Policy

OFM policy permits College funds to be used to purchase meals and light refreshments for employees and official guests who are attending meetings or formal training sessions. OFM requires a formally adopted written internal policy and procedure that describes the approval process for these items.

The Vice Presidents are given authority to approve such expenditures for their respective organizations in accordance with the policy and procedure.

The policy was developed by Controller's Office staff with input from Academics, President's Office, Student Affairs, and Finance and Administration. Sources for Evergreen's policy included the OFM manual and policies from other colleges.

### APPROVAL

Vice President for Academic Affairs and Provost Barbara A. Snee Date 11/18/99

Vice President for Finance and Administration Rita Fanning Date 11/15/99

Vice President for Student Affairs Alta Costantini Date 11/18/99

President Jane Jerni Date 11/18/99

Date Policy becomes effective 11/24/99