

Maine Charter School Commission
Coffee and Light Refreshments Policy and Pre-Approval Process

In accordance with *State Administrative and Accounting Manual Section 70.10 Coffee and Light Refreshments*, issued by the State Controller, all agencies must adopt formal written internal policies and procedures that describe the approval process for the provision of coffee and light refreshments at meetings and formal training sessions.

While the Department is not required to provide coffee and/or light refreshments at meetings, staff responsible for the meetings may do so under certain circumstances outlined below. On these occasions, **we encourage the provision of beverages only.**

Team Leaders 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 Commissioner or Team leaders, 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;
- The meeting involves elective or appointive officials, State employees, or others the agency is legally authorized to reimburse;
- The coffee and/or light refreshments are an integral part of the meeting;
- 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, and provides a copy of that pre-approval when submitting the expenditures for payment.

In addition, all legally authorized boards and commissions may provide coffee and/or light refreshments at their official public meetings, including executive sessions and need to adhere to this policy.

Attached is a copy of the pre-approval form which must be signed by the Team Leader prior to arranging for the beverage services and which must accompany the invoice for payment of the expenditure. The Finance Division of the DAFS Service Center will not process any invoice that is not accompanied by a signed pre-approval form.

CROSS CAFÉ CATERING

Date of Request:

Name: _____

Address: 182 State House Station

Phone: 624-6729

Date of Function: _____

Time: Delivery of Breakfast 9:15 a.m. / Delivery of Lunch 12:30 p.m.

Deliver to: Burton Cross State Office Building RM 103B

FOOD/BEVERAGE:

Delivery for Breakfast – 9:15 a.m.

Coffee
Tea
Bottled Water
Juice
Muffins and Scones
Fruit Bowl – cut up fruit

Delivery for Lunch – 12:30 p.m.

Assorted Wraps and Sandwiches
Garden Salad with assorted dressings
Bagged Chips (assorted)
Dessert (assorted cookies/brownies/etc.)
Bottle Water and Assorted Soft Drinks