


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 332.1</b>		
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	<b>Last Revision Date:</b>	10-26-11	
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<b>Section:</b>	Business	<b>Subject:</b>	Funding for Official Functions

## PURPOSE

To provide funding for official functions.

## PROCEDURE

### 1. Definition

- 1.1 An *official function* is an activity authorized by a College officer to support and further the mission, goals, and objectives of the College.
- 1.2 The general rule is that the College will not approve expenditures for food and/or facilities for College meetings or social events. Exceptions are permissible within the following guidelines.

### 2. Funding Sources

The following funds may be used for official function expenditures provided funds have been appropriated and budgets have been established and approved for the purpose.

- 2.1 General Fund '0'
- 2.2 Auxiliary Fund '2'
- 2.3 Restricted Fund '1' (Provided the function is within the specific grant guidelines.)
- 2.4 Agency Fund '9' (Provided there are no restrictions prohibiting the use of funds for this function)

### 3. Expenditures for Official Functions

Funds may be requested for food and/or facilities for approved events.

#### 3.1 Approved events

- 3.1.1 A professional development activity in which an entire employee group or major segment of the group is involved. (Example: In-service events.)
- 3.1.2 An activity when the College acts as host to external guests. (Example: Advisory committees.)
- 3.1.3 District Governing Board meetings held during meal hours.

3.2 Approval may be granted for use of facilities both on-campus and off-campus. Use of off-campus facilities requires advance approval of the President. The event should be held at a College location and served by College food services.

3.3 The President may approve food requests for events not included in the guidelines.

3.4 Alcoholic beverages cannot be purchased with College funds.

### 4. Approval Process

4.1 Prior approval for use of funds for official functions must be obtained from the appropriate College Officer or designee.

4.2 Justification must be included in the comment section of the requisition.