

202-02 OFFICIAL FUNCTIONS ADMINISTRATIVE—PROCEDURE

1. PURPOSE

The purpose of the administrative procedure is to provide procedures for an official function authorized by the College President, which supports and furthers the mission, goals and objectives of the College.

2. PROCEDURE

1. A Statement of Public Benefit is needed to explain in detail how a function will benefit the public.
2. Professional Growth funds may be used for official business to purchase food, non-alcoholic beverages, decorations, etc., provided the funds have been appropriated and budgets have been established according to the criteria below:
 - a. A professional development activity in which an entire employee group is involved.
 - b. An activity in which the public is invited.
 - c. An activity at which the College acts as host to invited guests from outside the College.
 - d. The Executive Vice President may approve, on a case-by-case basis, food requests for events not contemplated by these guidelines.
 - e. Alcoholic beverages may not be purchased with college funds and these costs are not reimbursable.

3. BACKGROUND

1. References: Arizona Revised Statute, Procedural Guidelines
2. Revision history: 04/13/2010 (reformatted), 09/05/2017 (Title and department name updates)
3. Legal review: none
4. Sponsor: Business and Administrative Services

COCONINO COMMUNITY COLLEGE