

Light Refreshments Procedure

Procedure Number: PRO 7.5
Effective Date: July 1, 2014 (rev 12/2014)
Authorizing Source: State Administrative & Accounting Manual (SAAM) and Governor's Executive Order No. 13-06
Application: Applies to all employees of the **Washington Traffic Safety Commission** and Non-employees of the WTSC (subgrantees).

Approved by: */s/ Darrin T. Grondel* Date: December 19, 2014
DARRIN T. GRONDEL
 Director

Requests for Light Refreshments

WTSC employees shall adhere to the following procedure for the purchase of light refreshments for both internal and external meetings:

Who	Does What
Requestor	1. Obtains email approval from the Deputy Director, Finance Director, Research Director or Legislative & Media Relations Manager at least one week prior to the meeting. <ul style="list-style-type: none"> a) The email request must contain the following: <ul style="list-style-type: none"> • Purpose of event. • Detailed agenda or schedule (by time and topic). • List of expected attendees. • Meeting location. • Justification for exemption from one or more conditions of the Light Refreshments Policy (if applicable). 2. Sends the email approval including the above information to the Finance Director.
Finance Director	3. Authorizes Administrative Support or Requestor to use the agency's purchasing card in accordance with Administrative Policy 7.3.
Requestor / Administrative Support	4. Coordinates in accordance with Executive Order 13-06, for the purchase of light refreshments.
Requestor (Self Pay)	5. If Requestor purchases and self pays for approved light refreshments, when requesting reimbursement, all information above including the email approval and a receipt indicating what was purchased should be attached to a completed A-19. Requestor obtains approving signatures and submits to the Finance Director.
Requestor (Vendor)	6. If Requestor is using a vendor (i.e., caterer) to provide light refreshments, all information above must be attached to the vendor invoice. Once approved Requestor sends all documents to the Finance Director.

Non-WTSC employees shall adhere to the following procedure for the purchase of light refreshments for external meetings:

Who	Does What
Requestor	<ol style="list-style-type: none"> 1. Obtains email approval from the assigned Program Manager at least one week prior to the meeting. <ol style="list-style-type: none"> a) The email request must contain the following: <ul style="list-style-type: none"> • Purpose of event. • Detailed agenda or schedule (by time and topic). • List of anticipated attendees. • Meeting location. • Justification for exemption from one or more conditions of the Light Refreshments Policy (if applicable). 2. Once email approval is received and the purchase has been made, Requestor: <ol style="list-style-type: none"> a. Completes and signs an A-19 invoice voucher. b. Attaches the email approval. c. Attaches the final attendee list d. Attaches detailed receipt showing: <ul style="list-style-type: none"> ○ What was served ○ No alcoholic beverages were purchased ○ Receipt showing amount of purchase e. Sends the invoice with the attachments to the assigned Program Manager.
Program Manager	Validates appropriate expenditure, signs invoice, and provides to the Finance Director.
Finance Director	Processes the payment to the vendor.