

Lake Region State College
Policy and Procedure Manual

SECTION 400.07

PAYMENT OF MEALS FOR EMPLOYEES AND GUESTS

LRSC will comply with the guidelines outlined in NDUS Procedures 806.1, SBHE Policy 806.1, OMB Policy 505, and NDCC 44.08.04.

To monitor compliance with this policy, the following forms will be used:

1. *LRSC Dining Services Function Worksheet (Snacks & Refreshments)*
2. *LRSC Dining Services Function Worksheet (Meals)*
3. *Banquet & Meeting Documentation Form (non-LRSC Dining Services)*

Lake Region State College Dining Services Function Worksheet (Snacks & Refreshments)

This form will be used when departments are ordering snacks & refreshments from LRSC Dining Services. The Form will be signed by the Food Service Director and the person authorized to expend the funds.

Lake Region State College Dining Services Function Worksheet (Meals)

This form will be used when departments are ordering meals from LRSC Dining Services. The form will be signed by the Food Service Director and the person authorized to expend the funds.

Banquet & Meeting Documentation Form (Meals) (non-LRSC Dining Services)

This form will be used when departments are ordering meals from outside vendors. The form will be signed by the person authorized to expend the funds.

This form must be attached to the *Voucher Payment* Form to the vendor or employee.

Discrepancies: If the Vice President of Administrative Affairs does not approve the purchase based on the guidance of this policy, the employee will need to personally fund the expense.

History

Administrative Council Approved Update 06/11/15

Administrative Council Approved Update 09/13/24