



OWWL LIBRARY SYSTEM

MEALS AND REFRESHMENTS POLICY

From time to time, meals and/or refreshments may be deemed appropriate for a particular meeting, event or situation that is being held for business purposes.

In such instances, the requisition form procedure should be followed with as much detail as possible.

All food should be provided using our sales tax-exempt status. Additional delivery and tip charges will be allowed. The employee accepting food should indicate initials, date, and requisition form number on all receipts or invoices.

Examples of authorized categories of expenditures include but are not limited to refreshments for system-facilitated trainings or workshops for member library staff or trustees, refreshments for meetings of the System Board of Trustees that are expected to exceed two hours, meals for System staff at the System's Annual Meeting, and meals or refreshments at other meetings at which System business is conducted.

Amended: June 8, 2022
Reviewed: September 9, 2020
Adopted: May 13, 2015