

Effective Date: 7/1/2019

Review Date: 9/4/2019

Revised Date:

**North Sound Behavioral Health Administrative Services Organization, LLC**

Section 3000 - Fiscal: Meeting Light Refreshments and Meals

Authorizing Source:

Approved by: Executive Director Date: 9/4/2019

Signature:

**POLICY #3048.00**

**SUBJECT: MEETING LIGHT REFRESHMENTS AND MEALS**

**POLICY**

At times it is necessary and desired to provide light refreshments at meetings and, in the case of training seminars and retreats, full meals may be provided (within limits of Policy 3031.00). Therefore, within reasonable limits established by the Executive Director, meals (within limits of Policy 3031.00), coffee and light refreshments may be provided for meetings, retreats, formal training sessions and community meetings involving North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) employees, Board of Directors (BOD), Advisory Board members and others involved in North Sound BH-ASO committees. Presentation of receipts for the above expenditures is required.

**PROCEDURE**

For the purpose of this section, coffee encompasses any non-alcoholic beverage such as tea, soft drinks, juice, or milk. Light refreshment is an edible item that may be served between meals. Examples of such items are: donuts, muffins, cookies, sweet rolls, fruit, vegetables, or cheese, etc.

Meals may be purchased for employees, BOD, Advisory Board members and others involved in North Sound BH-ASO committees and/or attending mandatory training sessions or retreats held within the county in which the employee is assigned per the limitations contained in Policy 3031.00.

**ATTACHMENTS**

None