



MEALS AND LIGHT REFRESHMENTS POLICY

(January 6, 2023)

It is the opinion of the Washington State Attorney General that paying for food and drink with public money is very much the exception rather than the rule. The following policy does not supersede applicable RCW's and does not in any way obligate Manson Park & Recreation District ("District") to provide meals or light refreshments.

Approved Purchases

In some circumstances, the Board of Commissioners may deem it appropriate to provide meals or light refreshments at various District meetings or events. The purchase shall be considered allowable if ALL the following criteria are met:

1. Prior approval is obtained by the Board; AND
2. The purpose of the meeting or event is to conduct necessary District business including, but not limited to, public input meetings and employee training; AND
3. The meals or light refreshments are essential to the format of the meeting or event; AND
4. The time of the meeting or event has been carefully considered so as not to unnecessarily require meals or light refreshments; AND
5. The meeting or event is not a normal, routine, or regular activity; AND
6. Public funds are not used for the purpose of social gatherings such as staff parties or regular meetings; AND
7. The total dollar amount spent per person does not exceed the GSA Per Diem allowance.; AND
8. No alcohol is purchased; AND
9. An itemized receipt is retained by the District.

Prohibited Purchases

Meals and light refreshments shall not be permitted if they meet ANY of the following criteria:

1. The requested meals or refreshments are for a regular meeting or event, such as a monthly staff meeting or regular Board meeting.
2. The meeting can be scheduled at a different time which does not require the District to provide meals or light refreshments.
3. The meeting or event is primarily social in nature.

Unplanned or Emergency Purchases

If the purchase of meals or light refreshments is deemed necessary during the course of an unplanned or emergency event, thorough written documentation shall be provided and included with the receipt. Natural disasters and the necessary extension of time-sensitive meetings may qualify.

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