



# THE WASHINGTON STATE BOARD OF EDUCATION

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*A high-quality education system that prepares all students for college, career, and life.*

## **Exhibit D - SBE Light Refreshment Policy**

All legally authorized boards and commissions may provide coffee and/or light refreshments at their official public meetings, including executive sessions, in accordance with SAAM 70.10.20.c. The SBE will comply with SAMM policy Chapter 70. 10 Coffee and Light Refreshments. The Board will make every effort to reduce costs by purchasing its own snacks and beverages from grocery stores unless the Board is meeting in a facility that prohibits all outside food and beverages. There will not be a dollar cap on light refreshments.

As stated in 70. 10. 10, “An agency may not provide coffee and light refreshments at meetings and formal training sessions unless the agency has formally adopted written internal policies and procedures that **describe the approval process for these items.**”

### **SBE Approval Criteria:**

In accordance with RCW 43.03.050(4) and SAAM 70.10.20a, the SBE, with approval of the Executive Director or their designee, may serve coffee and/or light refreshments at a meeting where:

- The purpose of the meeting is to conduct state business or to provide formal training that benefits the state; and
- The coffee or light refreshment is an integral part of the meeting or training session; and
- The agency obtains a receipt for the actual costs of the coffee and/or light refreshments.

Coffee and light refreshments may be served to elective or appointive officials or state employees regardless of travel status where:

- The meeting or training session takes place away from the employee’s or official’s regular workplace; and
- The agency person responsible for the meeting receives agency approval for the serving of coffee and/or light refreshments prior to the event.

### **SBE Approval Process:**

The SBE staff member responsible for obtaining the light refreshments will prepare and submit a written request for approval by the Executive Director. The SBE must document the request and approval for expenditures for coffee and/or light refreshments. The SBE may use a Travel Authorization (form A40-A) or agency equivalent form, an Invoice Voucher (form A19-1A), or a formally written agency memorandum for this purpose. The documentation should provide support for the authorization, including:

- The names of the state organizations or persons attending the meeting (including conferences, conventions, and formal training sessions), and
- The purpose of the meeting or expenditure.

The documented request and approval and any receipts for the actual costs of the coffee and/or light refreshments will be retained by the SBE.