

NORTHERN OKLAHOMA COLLEGE
Authorization for Refreshments and
Other Food and Drink Expenditures
State Object Code 536110

State Guidelines authorize the purchase of refreshments by agencies which from time to time may be required in their operations. The following expenditures for food and drink are allowed, when determined by the agency director to be within a business purpose and beneficial to the agency.

Documentation of the business purpose, signed by the agency director must accompany the claim.

- Light food and drink items (e.g. doughnuts, cake, coffee, tea, soft drink, etc.) and related service items (paper plates and napkins, etc.) to provide refreshments for meetings or similar type activities held for and in the interest of the general public, including business guests of the agency.

Date of Event or Purchase:
Organization and Participants of Event:
Business Purpose of Event:
Approved by Supervisor:
Approved by President Diana Morris: