

## **C.02.10 Official Functions Policy**

Responsible Department: VC Finance and Administration

Board Adoption: 08/18/2009

Last Board Action: 01/26/2010

Last Reviewed: 04/05/2023



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### **Official Functions**

Appropriate, reasonable expenses for the following official functions in support of the College District's strategic plan to accomplish its mission and public purpose are authorized subject to the approvals, documentation, and other requirements set forth in Procedure [C.02.10.01](#):

1. Meals and refreshments for advisory committee meetings and other activities where College District business is discussed;
2. Sponsorship of College District representatives at public functions;
3. Financial support for activities under the direct control of other public entities;
4. Expenses (travel/lodging/meals) of visiting officials, consultants, and speakers brought to the College District to render services;
5. Recognition activities and awards to recognize retirement, authorized service or meritorious performance by employees, students and Board members, and benevolence activities such as sending flowers for employees, Board members or their families on such occasions as births, deaths, or serious illness;
6. Meals and refreshments for College District professional development activities;
7. Memberships in professional and not-for-profit organizations; and
8. Meals provided to College District students during College District sponsored events.

### **Procedures**

The Chancellor or designee shall develop procedures to ensure that these official functions are in support of the College District's mission, and that the activities described in this policy are accounted for under the appropriate expense codes.

### **Prohibited Expenses**

Expenses are prohibited for:

1. Alcoholic beverages, unless allowed pursuant to Policy [D.04.07](#).
2. Political contributions.
3. Payments (or contributions) for which the College/District does not receive comparable value (Texas Constitution Article III Section 52), except for contributions to the Texas Adjutant General's Office or the Texas National Guard.

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4. Personal expenses.
  5. Personal gifts, except for recognition of retirement, authorized service or meritorious performance by employees, students and Board members in accordance with Procedure [C.02.10.01](#).
  6. With the exception of official Student Life events funded by the Student Services Fee, activities for which the primary purpose is entertainment (including but not limited to parties, athletic events, plays, and concerts) regardless of whether College District business is discussed or conducted.
  7. Activities which have been or are eligible for payment or reimbursement under another College District policy or procedure, or from an external source.
  8. Requests not adequately documented or approved in accordance with Procedure [C.02.10.01](#).

Procedure [C.02.10.01](#) Official Functions