

Procedure Title:	Refreshment, Meals, Hospitality				
Procedure Number:	DHS-040-006-01	Version:	1.0	Effective Date:	02/28/2002

DHS Chief Administrative Officer

02/28/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Purchaser/Requestor	Obtain prior written approval and ensure that state purchasing guidelines will be followed.
2.	Supervisor	Approve or deny request and notify requestor.
3.	Purchaser	Obtain itemized invoice/receipt for payment of invoice or reimbursement of receipt. Prepare payment document or Travel Reimbursement Expense Sheet for reimbursement. Forward invoice or Travel Reimbursement Sheet and payment document, agenda and attendance list to Financial Services. Attendance sheet must include identification of each attendee (i.e. Board Member, Commission Member, DAS staff, guest, or other).
4.	Financial Services	Review for policy compliance and generate payment.

Policy that applies:

[DHS-040-006, Refreshment, Meals, Hospitality Policy](#)

Form(s) that apply:

None

Contact(s):

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Procedure History:

- **Version 1.0:**

02/28//2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

