

Guidelines for Light Refreshments and Modest Meals

- Reimbursement for light refreshment and modest meals for meetings, events, and functions where official University business is conducted may be possible. You must check with the Office of Purchasing *before making any purchases* for clarification and further guidance. Please be sure that there are sufficient funds in your Tax Levy Budget to cover the request.
- Light refreshments and modest meals are allowable provided:
 - a. Light refreshments, consisting of soft drinks, “coffee and cake” or similar fare, may be provided at a **maximum cost** of \$5 per person.
 - b. Modest meals, such as a sandwich or similar fare, and a soft drink, coffee and/or tea, may be provided at a **maximum cost** of \$8 per person.
Note: The above rate(s) include tips and incidentals.

Please submit the following to the Fiscal and Business Services Center, 1146 Boylan Hall:

- A purchase requisition (with appropriate authorized signatures)
- Documented relationship to Brooklyn College business
- A meeting or conference agenda signed by an authorized signatory
- All original receipts
- A list of attendees signed by an authorized signatory—or—attendance list with attendees signatures.

The City University of New York is a tax-exempt organization and is exempt from paying taxes. Tax-exempt certificates are available through the Offices of Purchasing and Accounts Payable.

Fraudulent Claims: Section 175.35 Penal Law

Offering a false instrument for filing is a Class ‘E’ felony. Employees, including supervisors, who knowingly misrepresent facts ... or who file or sign any ... form which contains deliberate false statements given with intent to defraud the State may be subject to both administrative and disciplinary action, including the possibility of termination and criminal action.

Please note: The Offices of Purchasing and Accounts Payable must follow all CUNY and New York State guidelines when spending Tax Levy funds. **Always** check with the Offices of Purchasing and Accounts Payable prior to making any arrangements to determine if the expenditure is allowable.

Effective Date: May 1, 2013

Office of Purchasing
1420 Boylan Hall
718.951.5133

www.brooklyn.cuny.edu/bc/offices/avpbandp/view