

EMCC Fiscal Services Official Function Purchasing Guidelines

Official Functions: Administrative Regulation 1.16

MCCCD is required to spend its resources only for things that tangibly and directly benefit its educational mission and objectives. Some expenses by their nature are not appropriate and others require an explanation to meet that requirement.

The term "official function" means an activity or item that:

Does not appear to be, without explanation, an ordinary and necessary function of MCCCD as a public educational institution; and provides a tangible benefit and links directly to MCCCD's educational mission; and is reasonable and commensurate in value to the tangible benefit that MCCCD will receive.

Examples of official function items:

- Any food for meeting, event, gathering, etc.
- Participation in a local meeting/event that includes food and a fee Ex: Chamber of Commerce breakfast meeting.
- Non promotional items related to the meeting, event, gathering, etc.

Examples of expenses that DO NOT meet the definition of "official function":

- Alcoholic beverages
- Charitable contributions or donations (except for student groups, see Administrative Regulation)
- Dues for memberships in non-school related civic or community organizations (such as Rotary, Kiwanis) or in discount stores
- Gifts and decorations of any type for personal life events (such as births, deaths, weddings, funerals) including flowers
- Gifts for personal use (such as apparel, jewelry, flowers or luggage) in appreciation of an MCCCD employee or officer

An [Official Function Form](#) is required to support official function expenses.

Go to [Official Functions: Administrative Regulation 1.16](#) for the entire administrative regulation.

Official Function Form Approval

1. The Official Function Form must be approved and signed by either the College President or Vice President *prior to the event, meeting or gathering*. A Dean signature will not be accepted.
2. An approved Official Function Form is required to support any official function purchases and must be attached to approved petty cash, procard reconciliation or requisition.
3. An agenda or event flyer is required to support Official Function Form.

Official Function Purchasing

EMCC is defining “catering” as **any noncommercial packaged food or drinks prepared by either a restaurant or caterer** (excluding pizza, coffee, donuts and bagels). Catering must be purchased from one of the approved suppliers on the **Fiscal Services Approved Catering Suppliers** list. **Catering cannot be purchased on Petty Cash.**

Official Function purchasing options:

Approved Petty Cash allowable expenses:

- Commercially packaged food and drinks
- Utensils
- Meeting, event, gathering, etc. decorations and supplies
- Pizza, coffee, donuts, and bagels including tip (see below)

Procard allowable expense:

- Commercially packaged food and drinks
- Utensils
- Meeting, event, gathering, etc. decorations and supplies
- Pizza, coffee, donuts, and bagels
- Catering from Chartwells
- Catering from **Fiscal Services Approved Catering Suppliers** (below list)
- **All** restaurant/catered prepared food from **Fiscal Services Approved Catering Suppliers** (below list) up to \$3,000*.

* Catering over \$3,000 must be done via FMS requisition.

Official Function Budget

There must be sufficient available budget in the FMS Dept and Account (53550 – Official Function) **prior** to requesting petty cash or using Procard for official function purchases.

Instructions for budget transfers: <https://www.estrellamountain.edu/employees/fiscal-services/expense-correction-budget-transfers>

Fiscal Services Approved Catering Suppliers

Fiscal Services is responsible for maintaining the Fiscal Services Approved Catering Suppliers list and will ensure that all MCCCDC certificate of insurance and purchasing requirements are adhered to. Divisions can use any of the below restaurants/caterers (*Chartwells is EMCC Preferred Caterer) to provide food for their event without any additional approvals (insurance).

Chartwells is EMCC's partner for providing food service to the college including prepared food for meetings, events and gatherings. **Divisions are required to work with Chartwells first**, to provide food service for their meetings, events, or gatherings. If Chartwells is not available then the division can use one of the restaurant/caterer from the Fiscal Services Approved Catering Suppliers. If the division wants to use a restaurant/caterer that is not on the approved catering supplier list, they must contact Fiscal Services for approval.

Fiscal Services Approved Catering Suppliers*

- **Chartwells – Preferred Caterer**
- Buffalo Wild Wings
- Cactus Corn
- Einstein’s Bagels
- Jason’s Deli
- Jersey Mikes
- Jimmy Johns
- Kneaders Bakery & Cafe
- Lisa Kirch Catering
- NYPD Pizza
- Old Pueblo
- Oregano's Pizza Bistro
- Panda Express
- Panera Bread
- P.F. Changs China Bistro, Pei Wei Asian
- Red Devil Italian Restaurant & Pizzeria
- Rudys West Bar-B-Q
- Tropical Smoothie
- Wildflower Bread Company, LLC

*This list may change, go to Fiscal Services website at: <https://www.estrellamountain.edu/employees/fiscal-services/official-functions> for updated list.

Delivery Fees and Tip

Delivery fees and tips are allowed. Normally, the delivery fee amount is determined by supplier. Tip amount can be up to 10% of total receipt (not to exceed \$20.00).

Supporting Documentation Required for Official Function Purchases

Approved Petty Cash

- Approved Official Function Form
- Agenda/Flyer
- Original receipt (at reconciliation)

Procard

- Approved Official Function Form
- Agenda/Flyer
- Chartwells quote or email
- Restaurant/Caterer quote
- Receipt

Chartwells

Chartwells is EMCC's partner for providing food service to the college including prepared food for meetings, events and gatherings. **Divisions are required to work with Chartwells first** to provide food service for their meetings, events, or gatherings. Please contact Chartwells at least two weeks prior to your event.

Exceptions:

- Chartwells is not available for your date and time of event confirmed via email from Chartwells
- Chartwells’ quote is **\$200.00 more** than a quote from a restaurant/caterer from the Fiscal Services Approved Catering Suppliers

Contact Chartwells at: richard.aguirre@estrellamountain.edu to obtain a quote. Note: If quote obtained from Chartwells, please communicate any changes or decision to not use Chartwells with Richard in a timely manner.

Official Functions Off Campus:

Official Function purchasing covers meetings/events/etc on campus, a MCCCCD event at sister college or community/sponsorship meeting/event. EMCC funds cannot be used to support official functions off campus at a restaurant.