

[REDACTED]

State and federal laws prohibit the donation of public funds but allow actual, appropriate, and necessary business expenditures. The definition of “public funds” is very broad and includes all moneys over which the district has custody or that pass through the district.

A. General Guidelines

To be reimbursed for an actual and necessary business expense the following conditions must be met:

1. The expenditure conforms to these guidelines and any applicable codes and regulations.
2. The director of purchasing and material management, the appropriate vice president, or the superintendent/president must approve exceptions to these guidelines in writing in advance.

programs. These types of purchases are governed primarily by the California Education Code, Title 5 Regulations, and legal advisories from the California Community Colleges Chancellor’s Office legal department concerning material fees and instructional supplies.

Examples of generally acceptable expenditures from the unrestricted general fund include:

General supplies, contracts, and equipment necessary to advance the educational purpose of the district.

Certificates, plaques, or other items in recognition of service to the district that have lasting value to the recipient and cost less than \$50.

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Effective Date:	2/16/10
Revised:	6/21/10, 10/4/18
References:	California Constitution, Article XVI, § 6 Education Code §44015
CCLC Update:	--
Steering:	BPC / Admin



In either case, the above documentation to support the expenditure must either be on file with the Purchasing Department or accompany the purchasing document that is submitted for approval. The grant project director and related manager will be accountable for compliance with the specific rules and guidelines dictated by the funding source, as well as the district's expenditure procedures and guidelines.

C. Trust Funds [Associated Student Government (ASG) and Student Center Fee]

Unless prohibited by the funding source, trust funds may be used for food and beverages. Trust funds may not be used for holiday decorations and personal gifts unless specifically authorized by the funding source, the trust establishment documentation, or by district contract. Although generally allowed, any purchases of food and beverage must be related to the educational purpose of the college district and the specific purpose of the trust.

D. Category of Accounts – Foundation

The same rules that apply to the general §.02 Tw1trhatto13.9 ( t)66o the

- b. The funding source provides appropriate written documentation by mail, e mail, or facsimile that specifically authorizes a proposed expenditure.

The superintendent/president must provide prior approval in writing any on-campus event that includes the provision of alcoholic beverages at foundation



Direct requests for clarification or interpretation to the Purchasing Department  
In cases where a proposed expenditure appears to conflict with district policy and procedure, the question should be forwarded to the vice president of Business and Administrative Services, who will make the final administrative determination. The final administrative determination may be appealed to the superintendent/ president.