

CAFÉ MAC CHARGES POLICY

- Policy Number:** BP # 144
- Effective Date:** Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on February 1, 2017.
- Application:** Applies to all employees of the Eastern Washington State Historical Society EWSHS.
- History:** This policy replaces HR # 208.
-

Purpose – The goal of this policy is to ensure compliance with State of Washington RCWs regarding meal expenses by putting the burden on the employee to ensure proper approvals. Use of the form ensures that the café operator is able to invoice the museum and has the proper information required by the State and the IRS.

In order to bill food to the museum, this is the form you must use. <R:\Resources\FORMS\Cafe MAC Food Service Request.doc>. Fill it out, obtain the approvals and take it to the Café. You may do it ahead of time for meetings and events. Please note that a requestor must get **preapproval** from their manager in order to bill food to their department. The State Administrative and Accounting Manual (SAAM) policy 70.15 link is in the reference section below.

Employees with Signature Authority are Responsible for Assuring the Following:

- *An understanding of what is being approved*
- *The expense is allowable, reasonable and justified*
- *There are adequate funds to cover the expense*

References that apply to this policy

RCW 43.03.050(3)	
http://www.ofm.wa.gov/policy/70.15.htm	