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## **MEALS AND REFRESHMENTS POLICY**

The Newark Public Library recognizes that it may be appropriate to provide meals and/or refreshments at Library meetings, programs and events, which are being held for an educational, cultural, civic and/or business purpose. Examples of authorized expenditures include, but are not limited to: light refreshments for community/library meetings and programs for which refreshments enhance the purpose of the meeting; receptions for volunteers; Board or staff meetings at which Library business is conducted; meals provided as part of meetings with Library consultants; refreshments for staff recognition days; meals provided to a committee or working group whose responsibilities require working through the meal hour; and/or circumstances for which working through the meal hour is advantageous to the Library. All grant-funded meetings, programs, trainings and events will adhere to the guidelines within this policy.

Whenever meals and/or refreshments are ordered, the person making the request must indicate the date and purpose of the meeting, program or event, and identify the group in attendance. A requisition form, which includes food, delivery charges, paper goods and related supplies, will be generated prior to the program, event or meeting for any purchases of \$50 or more. If for any reason no purchase order was generated, written approval from the Director prior to payment is required. Supporting documentation must be attached to the purchase order or Director-approved payment form and submitted to the Account Clerk.

If petty cash is needed, the Director or his/her authorized representative, before reimbursement, must approve a petty cash slip. Supporting documentation including receipts, etc. must be attached to the petty cash slip. Cash tips are prohibited from reimbursement.

*Approved by the Newark Public Library Board of Trustees 12/8/2016*