**Procedure Title:** Refreshment, Meals, Hospitality  
**Procedure Number:** DHS-040-006-01  
**Version:** 1.0  
**Effective Date:** 02/28/2002

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Purchaser/Requestor</td>
<td>Obtain prior written approval and ensure that state purchasing guidelines will be followed.</td>
</tr>
<tr>
<td>2.</td>
<td>Supervisor</td>
<td>Approve or deny request and notify requestor.</td>
</tr>
</tbody>
</table>
| 3.   | Purchaser         | Obtain itemized invoice/receipt for payment of invoice or reimbursement of receipt.  
                  | Prepare payment document or Travel Reimbursement Expense Sheet for reimbursement.  
                  | Forward invoice or Travel Reimbursement Sheet and payment document, agenda and attendance list to Financial Services.  
                  | Attendance sheet must include identification of each attendee (i.e. Board Member, Commission Member, DAS staff, guest, or other). |
| 4.   | Financial Services | Review for policy compliance and generate payment. |

**Policy that applies:**  
DHS-040-006, Refreshment, Meals, Hospitality Policy

**Form(s) that apply:**  
None

**Contact(s):**  
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**Procedure History:**  
- **Version 1.0:**  
  02/28/2002 Initial Release

**Keywords:**  
(List keywords here that might be used by someone to search for this policy on the internet)