

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Expenditures for Recognition Events and for Certain Meals **Number:** D 12

Approved: Signature on file

Date: 04/06/07

POLICY

To establish guidelines for the expenditure of County funds for refreshments, events, awards, and certificates for deserving County employees, volunteers, clients, and other organizations/individuals for their contribution to, and support of the Social Service Agency (SSA) programs. These guidelines include the reimbursement of expenses for meals under certain circumstances.
