

308'QHlek nHwpevkpu

Ueqr g'qhE qxgt ci g'qh'vj ku'T gi wævkp

This regulation covers expenses by MCCCCD and its colleges and centers for official functions. Its purpose is to provide fiscal and legal guidelines and standards for making certain expense decisions, and to ensure documentation of such decision-making. It applies to official function expenses regardless of the fund from which they are made. The official function object code should be used for all expenses that fall within the definition of "official function" as specified in this regulation.

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The term "official function" means an activity or item that:

1. Does not appear to be, without explanation, an ordinary and necessary function of MCCCCD as a public educational institution; and
2. Provides a tangible benefit and links directly to MCCCCD's educational mission; and
3. Is reasonable and commensurate in value to the tangible benefit that MCCCCD will receive.

Paragraphs 9 and 10 below contain some examples of activities that are not official functions, and some that may be if properly documented.

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1. Before the expense is made, the Chancellor, college presidents or Vice Chancellors must approve any expense for an official function on the "Official Function Form" ([Appendix FM-7](#)) or, for certain

- B. Cooperative Education Association
- C. National Council For Student Development

9.