

**NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-6150.0**

**FOR POLICY NUMBER: BP – 6150**

**LOCAL GOVERNMENT MISCELLANEOUS EXPENDITURE ACT PROCEDURES**

**1. PROCEDURE SUMMARY STATEMENT**

To provide procedures for the local government miscellaneous expenditure act.

**2. DEFINITIONS**

N/A

**3. PROCEDURE**

3.1 The Board of Governors hereby established uniform guidelines on the expenditure of public funds for the following items:

3.1.1 One recognition dinner with nonalcoholic beverages and meals may be held each year for elected and appointed officials, college employees, or volunteers of the College. The maximum cost per person for such dinner shall not exceed twenty-five dollars.

3.1.2 Plaques, certificates of achievement, or items of value awarded to elected and appointed officials, college employees, or volunteers shall not exceed seventy-five dollars per award.

3.1.3 Nonalcoholic beverages and meals for volunteers during or immediately following their participation in any activity approved by the Board of Governors. Such activities shall include, but are not limited to, advisory committee meetings, mowing, picking up litter, removing graffiti, snow removal or performing relief, assistance, or support activities in emergency situations, including but not limited to, tornado, severe storm, fire, or accident.

**4. APPLICABILITY**

N/A

**ISSUE DATE:** 09/27/2017

**EFFECTIVE DATE:** 09/27/2017

**REVISION DATE(S):** 12/07/1993 (item #6706); 03/13/1997 (item #7957); 06/01/2014; 09/27/2017

**PRIOR POLICY/PROCEDURE NUMBER:** 3035.a

**SCHEDULE FOR REVIEW:** 2022

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Admin. Services

**SPONSORING DIVISION/DEPARTMENT:** Administrative Services

**RELATED PROCEDURES/ REFERENCE:**

**PROCEDURE KEY WORDS:** local government miscellaneous expenditure act; awards