



Los Angeles Community College District

Date: _____

To: Accounts Payable Manager

From: Chancellor/College President or Designee

Re: Authorization to Use Cal Card for Meals and/or Refreshments under Board Rule 71000

This memorandum is an authorization for _____(employee name) to make food and/ or refreshment purchase(s) in accordance with Board Rule 71000.

This expenditure is for an event/activity which is deemed a(n):

_____ In Service training event

_____ Educational conference/event

_____ Selected committee not covered under Personnel Commission's Authority

_____ Special function that directly serves a District need or function as follows:

Provide Rationale: _____

Event Date: ____/____/____

Estimated purchase cost: \$ _____ (\$2,500 maximum for Cal Card)

Charge account: Fund _____ GL _____ CC/WBS _____

The employee will abide by all other Board of Trustees Rules and Administrative Regulations, Policies and Procedures including providing itemized receipts.

Supervisor's Approval

Date

College President/VP of Administration Approval

Date

