

**From:** controllers\_office-bounces@lists.wsu.edu on behalf of controllers\_office@lists.wsu.edu  
**Sent:** Friday, November 22, 2013 8:34 AM  
**To:** controllers\_office@lists.wsu.edu  
**Subject:** [Controllers\_office] Reminder of Holiday Party Policy  
**Attachments:** ATT00001.txt

### **Reminder of Holiday Party Policy**

With the upcoming holiday season, the Controller's Office would like to remind everyone of the policy on department holiday receptions. Each division or department may have one holiday event per year supported with discretionary funds. The cost of the event cannot exceed \$15 per attendee. This amount includes any food, nonalcoholic beverages, paper goods, tax, tip, catering fees, etc. Please be aware that neither State nor discretionary funds may be used to pay for alcoholic beverages at an employee function. Please see the BPPM under [70.33](#) or contact Gerik Kimble, Payment Services Manager, at [gerik\\_kimble@wsu.ed](mailto:gerik_kimble@wsu.ed) directly.

We hope that everyone has a safe and happy holiday!

**Controller's Office**  
**Washington State University**

Please address general questions, comments about this mail list or suggestions for future content to [joy.morton@wsu.edu](mailto:joy.morton@wsu.edu)

