

OFDDA POLICIES

APPROVED: May 20, 1995
REVISION: September 26, 2009
REVISION: _____
REVISION: _____

POLICY NUMBER: 138
NUMBER OF PAGES: 1
ADOPTED: X **DRAFT:**
EXECUTIVE BOARD X

GUIDELINES FOR EXPENDITURE OF FUNDS FOR GUESTS

1.0 **PURPOSE**

The purpose of this Policy will be to establish guidelines for expenditures of funds for guests who are in attendance at functions where meals are served.

2.0 **SCOPE**

This Policy applies to all persons, directly or indirectly associated with the Oregon Fire District Directors Association.

3.0 **GENERAL PROVISIONS**

3.1 The President may authorize the expenditure of funds for guests who are in attendance at meetings where meals are served.

3.2 Executive Board Members are expected to use discretion when ordering meals to be paid for with OFDDA funds.