



*Internal Services*

351 NW North Street  
Chehalis WA 98532  
360.740.3349

**RECEIVED**  
Board of County Commissioners  
Lewis County Washington

JUN 20 2023

**MEMO**

**To:** BOCC

**From:** Steve Wohld

**Date:** June 15, 2023

**Subject:** Public Works Ribbon Cutting Refreshments

For the Public Works ribbon cutting event on Monday, May 22<sup>nd</sup>, 2023, the amount of \$113.82 was spent on light refreshments. The leftover coffee and cookies were given to Public Works, BOCC, Facilities and IS.

The amount spent was over the \$100.00 light refreshments per 8.5.3 in the Employee Handbook.

**8.5.3 Light Refreshments**

“Light refreshments are defined as “beverages and snacks that may be served between meals, for example: coffee, tea, juice, donuts, sweet rolls, cake, cookies, and pieces of fruit or cheese.” Light refreshments may be provided at County expense for business meetings and formal training sessions. The BOCC will authorize department directors to approve the purchase of light refreshments up to one hundred dollars (\$100.00).”

I am asking the BOCC to authorize the total expenditure per 8.5.3.

Sincerely,

Steve Wohld  
Chief of Internal Services