

## **MID-BAY BRIDGE AUTHORITY**

### **RECOGNITION AND HOSPITALITY POLICY**

1. **PURPOSE.** The expenditure of public funds in compliance with the requirements of this policy are declared to serve a proper and valid public purpose, and the requirements set forth herein provide controls to guard against abuse and assure accountability to the public.
2. **POLICY.** The policy of the Mid-Bay Bridge Authority (MBBA) is to establish clear and concise guidelines for the limited expenditure of funds to be used for certain events intended to provide recognition, cultivate partnerships, promote teamwork, and improve collaboration for and between those who serve and support the Mid-Bay Bridge Authority.
3. **AUTHORITY.** The Executive Director shall be authorized to approve expenditure of funds for the reasonable cost of food, non-alcoholic beverages, and standard gratuity for no more than three events per year hosted by the MBBA to recognize longevity, retirement, or meritorious service to the MBBA, to improve employee work skills or professionalism, or to otherwise enhance work productivity.
4. **APPROVAL.** Recognition and hospitality items shall be included in the budget to be approved by the MBBA, documented with a list of items, the purchase price and the authorized event or purpose, and approved by the Executive Director and the Chair of the MBBA.

**Renewal Effective: October 17, 2024**

**THIS POLICY IS TO BE REVIEWED AND RENEWED ANNUALLY BY THE  
MID-BAY BRIDGE AUTHORITY**