

**Pomona College**

**Vice President for Academic Affairs and Dean of the College**

**MEMORANDUM**

To: Pomona College Faculty

cc: Academic Coordinators

From: Elizabeth Crighton

As we have done in past years, I am writing to remind you of the spending guidelines for entertainment. This year, the dinner cap is \$65 per person with a limit of 5 guests. The dinner cap should allow for an alcoholic beverage or a dessert at one of Claremont's nicer restaurants. The lunch cap is \$35 per person, not to exceed 5 guests. If the chair of a department believes that a particular event may exceed the cap, please contact Stacie Takase prior to that event. Alcohol at receptions is still on a case-by-case basis and should be cleared by the Dean's Office.