



STANDARD ADMINISTRATIVE PROCEDURE (SAP)

21.01.12.L1.01 Food Purchases

First Approved: July 12, 2010

Last Revised: June 25, 2014

Next Scheduled Review: June 2017

Standard Administrative Procedure Statement

These standard administrative procedures clarify which food purchases are considered appropriate and which are not. Appropriateness refers to the use of University funds which include, but are not limited to, state appropriations, designated funds, contingency funds, fee account revenue, and grant funds. Any food purchase specifically disallowed below can be acceptable, provided University funds are not used.

Definitions

University funds: Any source of funding to the University other than personal funds for which reimbursement is not sought. University funds include, but are not limited to state appropriations, designated funds, contingency funds, fee account revenue, and grant funds.

Business meals: A meal consisting of both, University and non-University employees, with a specific University business function.

Committee: A group formed with the approval of the president or appropriate vice-president consisting of University employees from various departments, divisions and/or colleges who meet for the purpose of addressing a specific charge.

Advisory council: A group formed with the approval of the president or appropriate vice-president consisting of University employees and members of the community who meet for the purpose of addressing a specific charge.

University event: An event sponsored by the University which may include non-University employees.

Procedures and Responsibilities

The following situations are generally not acceptable for reimbursement of food expenses.

Department/Division/College Meetings

Reimbursement for snacks or meals at department meetings is not permitted. Department meetings are a routine occurrence and the corresponding recurring expense will no longer be covered by the University.

Department/Division/College Parties or Socials

The University goes to great expense to provide several University-wide events. As such, no expenses for department, division, or college parties or socials are reimbursable.

Potluck Luncheons

Potluck luncheons are governed by the previously adopted potluck guidelines listed below. Since the spirit of a potluck luncheon is that food is provided by the attendees, reimbursement of any kind is not permitted for a potluck luncheon.

The University contracts exclusively with Aramark food services to provide food for all events on- and off-campus, including Casa Ortiz. Aramark has the first right of refusal for any event that will be paid for using University funds (including, but not limited to, state appropriations, designated funds, contingency funds, fee accounts, and grant funds) and/or held on campus. Despite this, Aramark and the University have agreed to permit a limited number of potluck luncheons as follows:

- Potluck luncheons are restricted solely to employees. A department may not plan an event with invited guests and attempt to use the potluck guidelines to provide the food.
- Potluck luncheons are limited to one per department per academic year.
- Potluck luncheons may consist solely of homemade food or readymade pre-packed items (no restaurant items are permitted).
- Drinks for potluck luncheons must be purchased through Aramark.
- Potluck luncheons may be hosted only in office areas. Meeting rooms and the ballrooms may not be reserved for potlucks.
- Potluck luncheons should be reported to Aramark so that they may be properly recorded as an approved event.

The following situations may be acceptable for reimbursement of food expenses.

Business Meals

Reimbursement for business meals has always been allowed, however, the definition of what constitutes a business meal has not been very clear. For our purposes, a business meal must include a non-University employee with whom the University has a business relationship. In the past, the argument has been that University employees who meet over lunch to conduct business could be reimbursed. This is now specifically disallowed.

Committee Meetings

A committee is defined as a group of University employees from various departments, divisions and/or colleges who meet for the purpose of addressing a specific charge. Committees are formed with the approval of the president or appropriate vice-president. Reimbursement of food expenses requires pre-approval of the president or appropriate vice-president.

Advisory Council Meetings

An advisory council is defined as a group of University employees and members of the community who meet for the purpose of addressing a specific charge. Advisory Councils are formed with the approval of the president or appropriate vice-president.

University Events

University events are those which are sponsored by the University and may, but do not necessarily, include non-University employees. Examples of University events include the holiday party, the faculty mixer, student orientation, and donor events. University events require the approval of the president or appropriate vice-president.

Retreats

Retreats are generally held away from the University for the express purpose of evaluating a division’s effectiveness. Retreats are limited to once per year and require the approval of the president or appropriate vice-president.

Related Statutes, Policies, Regulations, Rules or Requirements

Supplements System regulations 21.01.12, Purchase of Food and Refreshments

Contact Office

For clarification or interpretation, contact the Office of the Vice President of Finance and Administration.