



# Standard Administrative Procedure (SAP)

## 21.01.12.L1.01 Food Purchases

Approved: July 12, 2010  
Revised: March 17, 2016  
Next Scheduled Review: March 2019

---

### Procedure Statement and Reason for Procedure

---

This standard administrative procedure clarifies 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 is allowable, provided University funds are not used.

---

### Procedures and Responsibilities

---

#### Preface

The University has an exclusive food service contract for the provision of food for all events on- and off-campus, including Casa Ortiz. The food service provider 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. Donations of prepared food for on-campus events or meetings are not permitted, and reimbursement for raw ingredients to prepare a meal is also generally not permitted.

***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 is not 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**

Despite the aforementioned exclusive food service provider contract, a limited number of potluck luncheons are permitted. 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. Additionally:

- 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-packaged items (no restaurant items are permitted).
- 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 the food service provider 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, defined as a meal which includes a non-University employee with whom the University has a business relationship, are generally permissible. A business meal of more than 4 should generally be hosted on campus and utilize the food service provider. An exception to this provision may only be made by the President.

Business meals with vendors are not eligible for reimbursement. Working business meals with vendors, catered by the University food service provider, however, may be eligible with the President's or appropriate vice president's approval.

Business meals with employment candidates and employees participating in the search process are eligible for reimbursement with the approval of the President or appropriate vice president.

### **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.

### **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, faculty and staff mixers, 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, or Rules

---

Supplements [System Regulation 21.01.12, Purchase of Food and Refreshments](#)

---

## 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.

---

## Contact Office

---

For clarification or interpretation, contact the Office of the Vice President of Finance and Administration at 956-326-2380.