Food Purchases

Original Implementation: April 13, 1988
Last Revision: October 21, 2013

With the exception of food purchased for travel, educational research, laboratory purposes, or as provided in the Appropriations Act for expenses related to the governing board, the only accounts which may be expended for food and/or beverage purchases shall be from Auxiliary, Designated, or Restricted Funds.

Expenditure of these funds for such purposes must serve a legitimate public purpose or must further the educational function of the university.

Restricted funds may be used if allowed by the donor or granting agency.

State appropriations and funds under the control of the Intercollegiate Athletic Office may not be used to purchase alcoholic beverages. Purchase of alcoholic beverages must be approved in advance by the appropriate vice president.

Payments for food purchases can be made on a university Procurement Card (P-Card) or with a Purchase Requisition. The P-Card receipt/P-Card transaction detail summary or the Purchase Requisition must indicate the time and place of the function and must identify the direct beneficiaries of the function.

The following statement must be included on the Purchase Requisition or P-Card transaction detail summary and must be certified as true and correct by the account manager:
"I hereby certify under penalty of law that the expenditure of funds for the purchase of food and beverage is necessary for the completion of the functions of this department, qualifies as a legitimate public purpose, or that the educational function of the university is well served thereby."

An original itemized receipt from the restaurant or vendor is required for P-Card documentation or for payment of a purchase order to a vendor or to an individual seeking reimbursement. Credit card receipts without an itemized receipt from the restaurant or vendor are not acceptable.

Food and beverages catered on campus must be prepared by the university’s food service contractor. This requirement to use the university’s food service contractor does not apply to food and beverages provided by persons or groups for their own consumption on the university campus. It also does not apply to food and beverages dispensed from vending machines, food served at locations away from the main university campus and food served at the Barnes and Noble Bookstore, the student center theatre, Lumberjack Alley or concessions served at athletic events. In instances when the university’s food service contractor is used, the charge is normally
paid by the department through an interdepartmental transfer (IDT). In these cases, documentation is required to support the business nature of the meeting, including the date and time of the meal, and a list of the attendees. The department is required to keep this supporting documentation.

**Cross Reference:** Purchase Requisition (17.19); Procurement Card (17.11)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Controller, Director of Procurement and Property Services/HUB Coordinator

**Forms:** None

**Board Committee Assignment:** Finance and Audit