



## **Entertainment and Official Functions**

### **Purpose**

This policy establishes rules governing the appropriate use of university funds for official functions, business meetings, and entertainment. Business meal limits and restrictions are outlined in the Guidelines for Expenditures from University Funds, and food purchases related to travel are addressed in the Travel Guidelines.

### **Persons Affected**

All officers and employees with the exception of the President

### **Policy**

Only Auxiliary, Designated, or Restricted Funds may be used for food and/or beverage purchases. Funds generated from gifts or grants may be used if specifically allowed by the donor or granting agency. State appropriations or special items are generally not allowed except in few circumstances. Regardless of funding source, food and/or beverage purchases must always serve a legitimate public purpose or must further the mission of the university.

All purchases of alcoholic beverages must be made from discretionary funds. State statute and the general appropriations act will guide the eligibility of alcoholic beverage purchases with funds under the control of the intercollegiate athletics department. Any purchase of alcoholic beverages must have documented approval in advance of the purchase or event by the appropriate vice president or president.

Food and beverages catered on campus must be prepared by the university's food service contractor. The 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. This also does not apply to food and beverages dispensed from vending machines, food served at locations away from the main university campus, concessions served at athletic events or the student center theater or food served at retail locations on campus.

#### **A. Exceptions and Limitations**

Any expenditure exceptions to this policy or supporting guidelines and procedures, regardless of funding source, must have documented approval from the Vice President for Finance and Administration or designee. Approval documentation must be submitted along with the requisition for vendor payment, reimbursement, P-card reconciliation, and/or travel expense report.

#### **B. Documentation**

Regardless of the method of purchase, documentation is required to support the business nature of all food and/or beverage expenses. Documentation requirements are listed in



the Guidelines for Expenditures from University Funds. The department must keep this supporting documentation in accordance with university record retention requirements.

**C. Payment Methods**

Payments for food and/or beverages can be made on a university Procurement Card (P-Card), a Purchase Requisition, or through the employee reimbursement process. Refer to the P-Card Program Guide or Procurement Manual for the proper procedures to be followed when purchasing food and/or beverages, including alcohol.

In instances when the university's food service contractor is used, the charge is normally paid by the department through an interdepartmental transfer (IDT).

**Related Statues or Regulations, Rules, Policies, or Standards**

Regents' *Rules and Regulations*, Rule 20205, Expenditures for Travel and Entertainment by Chief Administrators

SFA HOP 05-305 Procurement Card  
SFA HOP 01-306 Records Management  
SFA HOP 05-201 Direct Pay Disbursements

Guidelines for Expenditures from University Funds  
Travel Guidelines

**Responsible Executive**

Vice President for Finance and Administration, Executive Director of Finance and Administrative Services

**Forms**

None

**Revision History**

September 1, 2023 (original)