

## Procurement Guidelines for Food/business meals

Purchasers are responsible for ensuring all food purchases meet the requirements of policies and guidelines. Prior to the procurement, purchaser must confirm and document in writing how the food purchase complies with one of the policies and guidelines provided below. If purchased with Pcard, the justification must be attached to the receipt. If processed in OK Corral, the justification must be uploaded to the requisition.

Food may only be purchased:

1. For food service or food sales areas. This includes areas such as University Dining Services, Ranchers Club, etc.
2. When specifically included in a Ledger 5 grant or contract budget and approved by a sponsoring agency.
3. When required for an instructional and/or research purpose. This would be for food used for study or presentation in a classroom or lab setting. This does **not** include refreshments.
4. When participants pay a fee **and** the brochure/advertisement specifically indicates the fee will cover the food/meal. This would include events such as conferences where a department makes the arrangements, participants pay a fee, and food is provided. The event materials must indicate that a fee is required to participate and food will be provided.
5. When all conditions of the Office of Management and Enterprise Service's Policy on the "Payment for the Purchase of Refreshments" are met.

Office of Management and Enterprise Services guidance is below:

*MEETING REFRESHMENTS – OMES Policy: Light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drink, etc.) used as refreshments and required in connection with meetings or similar type activities held/conducted for and in the interest of the general public. May also include related service items (e.g., disposable plates/flatware, stirrers, sweeteners, etc.).*

*NOTE: Meetings as used in this definition do not include those activities and functions related to or associated with the day-to-day internal operations of an agency (e.g., staff meetings, staff retreats, employee training sessions/seminars, etc.). Inappropriate purchases of coffee and other refreshments outside of the "Refreshment Policy" listed above could be considered purchase of gifts under prohibited acts.*

### **Clarification:**

The event must be open and of interest to the general public at large, and the event must be widely advertised.

- This is intended for light refreshments such as donuts, cookies, or other finger food and maybe coffee or tea. **This does not include meals.**
- The event must be widely advertised to the general public at large and not to a specific or targeted group of people. This would include advertising on and off campus.
- Must be of interest to the general public.
- Example 1: The Veterinary School's Annual Open House. The college would advertise the services they provide. People come to campus, tour the facility, and may be offered cookies and punch.
- Example 2: The OSU Art Museum may host an art show. The department would advertise in the newspapers and across campus. People from all around could view the art and be offered a fruit tray with coffee.

When an A&M System cardholder makes a food purchase based on this requirement, the written documentation must show how the event was advertised.

# Food Request Form

Due to the stringent requirements related to the purchase of food with state funds, this form must be completed and approved **before** committing to any purchase of food or refreshments.

- Please upload and attach this form to your requisition.
- Check the **Contract for Signature Attached** box to ensure the requisition routes to Purchasing for review. Requests are not approved until Purchasing reviews and approves.

**NOTE: This form is an internal document used by the OSU Center for Health Sciences campuses only.**

Fund Number(s): \_\_\_\_\_

Anticipated Cost: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

Requesting Dept: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

- Function Type (Check one)
1.  Food Service or Food Sales Area (items for resell)
  2.  When specifically included in a Ledger 5 grant or contract budget and approved by a sponsoring agency
  3.  When required for an instructional and/or research purpose. This would be for food used for study or presentation in a classroom or lab setting. This does not include refreshments.
  4.  When participants pay a fee and the brochure/advertisement specifically indicates the fee will cover the food/meal. This would include events such as conferences where a department makes the arrangements, participants pay a fee, and food is provided. The event materials must indicate that a fee is required to participate and food will be provided.
  5.  When all conditions of the Office of Management and Enterprise Service's Policy on the "Payment for the Purchase of Refreshments" are met. Event must be open and of interest to the general public at large, and the event must be widely advertised. Light refreshments; this does not include meals.
  6.  If the food purchase does not meet any of the requirements/conditions listed, **a letter of approval from the Vice President or Dean must be attached.**

Function Name: \_\_\_\_\_

Function Date: \_\_\_\_\_

Function Location: \_\_\_\_\_

Function Purpose:

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Attendees:

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*i.e., (2) students, (8) Prospective Students, (3) Faculty, (1) Staff, & (200) General Public*

Department Head

Date

Vice President

Date

Assoc. VP for Budget & Finance (to be reviewed in OK Corral)

Date