

21.01.12.D0.01 Purchase of Food and Refreshments



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Procedure Summary

This standard administrative procedure (SAP) establishes guidelines and authority for the purchase of food and/or refreshments for Texas A&M University-Central Texas (A&M-Central Texas). This SAP guides employees in carrying out their educational and business functions when purchasing food and/or refreshments.

Procedure

1. PURCHASE GUIDELINES

Food and/or refreshments may be purchased in accordance with the provisions of the following guidelines:

- 1.1 Expenditures of funds for food and/or refreshments must comply with one or more of the following direct purposes:
 - (a) The recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to A&M-Central Texas, The Texas A&M University System (System) or state of Texas;
 - (b) The promotion and communication of intellectual ideas among students, faculty, staff, administrators, and/or representatives of the public;
 - (c) The support of student events and activities which are sponsored by A&M-Central Texas;
 - (d) The recruitment of highly qualified students, faculty and staff;
 - (e) The promotion and exchange of ideas with community leaders regarding the role of A&M-Central Texas in the community;
 - (f) The assistance of system Board of Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs at A&M-Central Texas;
 - (g) The support of a program of continuing education sponsored by A&M-Central Texas;

- (h) The conduct of staff conferences and receptions or other events designed to recognize and honor employees;
- (i) The conduct of official university business by faculty and staff required to support activities of the university; or
- (j) To support university advancement functions on campus.

2. FUND CATEGORIES

2.1 The following categories of funds may be used for the purchase of food and/or refreshments in accordance with the provisions of the above established guidelines:

- (a) Balances in accounts funded from student fees, bookstore allocations and concessions may be used to purchase food and/or refreshments to the extent that such funds have been budgeted therefore.
- (b) Donated unrestricted funds may be used for the purchase of food and/or refreshments.
- (c) Funds received as registration fees for continuing education conferences and short courses may be used for the purchase of food and/or refreshments where provisions, therefore, have been included in the registration fee.
- (d) Funds raised and/or earned by student organizations may be used for the purchase of food and/or refreshments.
- (e) Other locally, or research generated income, not otherwise restricted such as indirect/overhead funds from research, may be used for the purchase of food and/or refreshments.
- (f) In limited situations, state funds can be used for the purchase of food. State funds cannot be used for the purchase of food, coffee or related items for consumption by employees or departmental visitors. State funds can, however, be used to pay for food purchases related to research or teaching in a class or lab setting. The purpose must be clearly documented. In this standard administrative procedure, "state funds" has the meaning assigned in *System Guidelines for Disbursement of Funds*, Appendix I.

3. OVERSIGHT AND APPROVAL

3.1 Oversight of the expenditures for food and refreshments are as follows:

- (a) Expenditures over \$500.00 requires approval at the vice president level;
- (b) Expenditures under \$500.00 requires approval at the budget account holder level;
- (c) Approval of ones own expenses is prohibited. Approval will then be required at the next administrative level.

4. EXCLUSIONS

4.1 The following exclusions apply to the requirements in this procedure:

- (a) Purchase of food for use in academic laboratories;
- (b) Purchase of food for resale;

- (c) Purchase of food for consumption by animals;
- (d) Meals associated with official employee/prospective employee travel reimbursed under A&M-Central Texas travel guidelines;
- (e) Student travel on education field trips when the student pays for the travel;
- (f) Purchases of food from agency funds;

5. ALCOHOLIC BEVERAGES

- 5.1 Alcoholic beverages may be served at appropriate planned events and functions in approved locations on campus in accordance with University procedure *34.03.99.D0.01, Alcoholic Beverages on University Property*, and approval by the President.
- 5.2 Reimbursement for any alcohol purchase requires approval by the President, or designee.
- 5.3 Fiscal officers and others who approve vouchers for payment must do so only if the purchase has been properly documented.
- 5.4 Alcoholic beverages may only be purchased using pre-approved, designated funds per System Policy *34.03 Alcoholic Beverages*.

6. ADDITIONAL GUIDELINES

- 6.1 Tips will be reimbursed at a maximum rate of 20% of the pre-tax bill. Tips over 20% will be the responsibility of the purchaser.
- 6.2 All reimbursement requests must contain a detailed receipt or invoice. The receipt or invoice must clearly and accurately reflect actual purchase of food items and alcoholic beverages.
- 6.3 All requirements in this procedure apply to purchases made with a university-issued procurement card or by reimbursement to the employee.
- 6.4 Unless on official travel status, individuals working alone through a meal are not allowed to have personal meals paid as a business meal. These are not allowable expenditures and are a violation of System *Policies 33.04 Use of System Resources* and *07.01 Ethics*.

Related Statutes, Policies, or Requirements

[Guidelines for Disbursement of Funds](#)

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

System Policy [*34.03 Alcoholic Beverages*](#)

System Policy [*33.04 Use of System Resources*](#)

System Policy [*07.01 Ethics Policy, TAMUS Employees*](#)

TAMUCT Procedure [*Alcoholic Beverages on University Property*](#)

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