

**Cochise College
Administrative Policy**

**Category: Fiscal Management
Policy Number: 2010
Title: Purchase of Food**

The College will fund the cost of meals or food served at College meetings, events, or activities as follows:

1. When the College hosts invited guests from outside the College.
2. With prior approval of the President, when the college hosts a candidate for a position.. (This does not apply to candidates in travel status for which only the candidate's meals will be reimbursed in accordance with the Cochise College Employment Selection/Screening Committee Handbook.)
3. When there is a clear, documented, business related purpose.
4. When the meal is necessary for the continuity of the meeting.

Or

5. When approved in advance by the President.

According to the State of Arizona Accounting Manual and Generally Accepted Accounting Principles, for all events, a list of invited attendees along with a statement of the business related purpose and an *itemized receipt* are required documentation to process payment or reimbursement. For groups of more than 10 individuals, a general statement describing those invited (e.g. members of the community; all faculty and staff) may be used in lieu of a list of invited attendees.

Meal costs shall not exceed \$25 per person (including tax and gratuity) for breakfast or lunch and \$50 per person (including tax and gratuity) for dinner events. Under no circumstance will the cost of alcoholic beverages be covered by any college funds

**Procedure 2010.1
Food Services Provider Exclusivity**

The College contract with its food services provider grants certain rights of exclusivity with regard to sales of food on the Douglas and Sierra Vista campuses. As such, the provider has the right of first refusal to provide any and all catering and other food events on the Douglas and Sierra Vista campuses. College units wishing to use college funds for the purchase of food from another source must obtain written approval from the college's food services provider prior to the purchase of such items. This provision relates solely

to purchases of commercially prepared food items using college funding and includes all on-campus delivery or pick up of prepared food items for consumption on campus.

Procedure 2010.2
Methods of Purchase

Proper purchasing procedures must be followed when incurring costs for food and food services, regardless of the vendor used, including the College contracted food services provider. Meal expenses for employees in travel status are governed under the terms of the Travel Manual and not this policy. Any of the following methods are acceptable for incurring food and food services related costs:

1. An employee may be reimbursed on a Check Request for food purchase costs allowable under this policy, up to \$200, that are procured in cash or with a personal credit card.
2. A Purchasing Card may be used to incur expenses up to the transaction limit of the card. Any food charges on Purchasing Cards that are subsequently determined to be unallowable under this policy must be reimbursed by the cardholder, and the cardholder will be issued a letter of finding for violation of the Purchasing Card process.
3. A purchase requisition to generate a one-time purchase order may be issued to the vendor for any estimated amount of the food and related costs and is the only allowable method for purchases of food when the transaction amount exceeds the Purchasing Card limits. This method must comply with the quotation and bid requirements of the College Purchasing Policy (Administrative Policy 2004). Documentation of business related purpose and a list or identifying statement of proposed attendees must be provided at the time of the requisition.
4. A blanket type of purchase order cannot be used to incur food and food services related expenses.