

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Food Purchases

**Policy Number:** 17.6

**Is this policy new, being reviewed/revised, or deleted?** Review/Revise

**Date of last revision, if applicable:** 11/7/2016

**Unit(s) Responsible for Policy Implementation:** Vice President for Finance and Administration

**Purpose of Policy (what does it do):** The policy exists to provide direction for food purchases.

**Reason for the addition, revision, or deletion (check all that apply):**

- Scheduled Review       Change in law       Response to audit finding  
 Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:** N/A

**Specific rationale for each substantive revision:** Clarified exclusions

**Specific rationale for deletion of policy:** N/A

*Additional Comments:*

Reviewers:

Kay Johnson, Director of Procurement and Property Services  
Dannette Sales, Controller  
Danny Gallant, Vice President for Finance and Administration  
Damon Derrick, General Counsel

## Food Purchases

**Original Implementation:** April 13, 1988

**Last Revision:** ~~November 7, 2016~~ October 28, 2019

### Purpose

This policy pertains to all food and beverage purchases other than business meals and travel. 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. Both of these documents are found on the controller's office website.

### General

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. Food and/or beverage purchases from all these funds must serve a legitimate public purpose or must further the mission of the university.

Payments for food and/or beverages can be made on a university Procurement Card (P-Card) or with a Purchase Requisition. 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.

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 be approved in advance by the appropriate vice president or president.

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. ~~This also~~ ~~It 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* ~~and food served at retail locations on campus~~ ~~the university 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).

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.

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

(2.9); Guidelines for Expenditures from University Funds; Travel Guidelines

**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