

## POLICY

Effective Date: April 28, 2015

Revised: November 5, 2015

Approved By: President Bruce Shepard

Authority: RCW [43.03.050](#); OMB [A-21](#) (Sec J32; J17)

SAAM [70.10](#); [70.15](#); [70.20](#);

See Also: [FRM-U5348.16A](#) Food and Beverage Approval Form – Chart 1  
[PRO-U5348.16A](#) Purchasing Food Through Aramark Services  
[PRO-U5348.16B](#) Purchasing Food with P-Card and Outside Vendor  
[PRO-U5348.16C](#) Purchasing Food from Outside Vendor Using Personal Funds  
[POL-U5348.01](#) Purchasing Goods and Services  
[POL-U5348.10](#) Authorizing and Reimbursing Travel for Official University Business

### **POL-U5348.16 PURCHASING FOOD AND BEVERAGES**

*In support of Western's mission to be responsible stewards of its resources and contract commitments, this policy establishes guidelines for the purchase of food and/or beverages served at University-sponsored or co-sponsored activities on or off campus.*

*This policy only applies when using Chart 1 funds to purchase food/beverages which are not covered by/included in an event registration fee.*

*Alternate rules for purchasing food and beverages:*

- *For Chart 2 and 3 funds, contact University Advancement*
- *For Service and Activities (S&A) fees, see S&A Guidelines*
- *Associated Students policies*

*For meals during travel status, follow the Authorizing and Reimbursing for Travel for Official University Business policy (POL-U5348.10).*

#### **Definitions:**

**Coffee and Light Refreshments:** Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. A light refreshment is an edible item that may be served between meals, such as pastries and pieces of fruit or cheese.

**Meal:** Includes breakfast, lunch, and/or dinner.

**Official State Business:** Activities performed by an official or state employee, authorized volunteer, or contractor, work experience program participant, student, or employee of another governmental jurisdiction as directed by the supervisor in order to accomplish state programs, or as required by the duties of the position or office.

## POLICY

### **1. Vice President for Business and Financial Affairs Ensures Monitoring of Purchases**

The Vice President for Business and Financial Affairs will ensure a process is established to monitor compliance and expenditures of food and beverage purchases. The Vice President delegates the daily administration and oversight of the policy and procedures to the Director of Business Services/Chief Procurement Officer.

### **2. Prior Written Approval Required**

All food and/or beverage purchases require prior approval using the *Food and Beverage Approval - Chart 1 e-form* (FRM-U5348.16A). Approval must follow all routing requirements specified on the form. Each vice president will ensure there is a division approval process to ensure compliance and appropriate use of funds specific to programmatic and/or department functions.

For specific, recurring events, a blanket authorization may be requested and granted for the current fiscal year. Blanket authorizations must be renewed at least annually unless otherwise authorized by the appropriate vice president, the Provost, or President.

### **3. Purchase of Light Refreshments or Meals Allowed Under Certain Conditions**

Light refreshments or meals may be purchased for a meeting or an event when it meets all of the required criteria for purchase. Criteria for food purchases are listed on the *Food and Beverage Approval - Chart 1 e-form* (FRM-U5348.16A).

### **4. Food and Beverage Purchases Not Allowed For Certain Activities**

Food and beverage purchases are not allowed for the following activities:

- a) Events that are part of normal daily agency (University) business such as regularly scheduled staff meetings,
- b) Receptions for new, existing and/or departing employees,
- c) Anniversaries of the agency (University), departments, programs or individual employees,
- d) Hosting activities which include, but are not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, or
- e) Election celebrations.

## POLICY

Division heads may establish additional restrictions.

### 5. **Compliance with Contractual Requirements and Banquet Permits Required**

WWU Dining Services is the exclusive caterer for Western. All food and beverages for meetings, trainings and events on/in University facilities in Bellingham, WA must be provided by WWU Dining – Catering Services. Providing outside food and beverages requires explicit approval from the University Dining Services Administrator (via the [Catering Exemption Request form](#)) no less than two weeks prior to the event.

To serve alcohol at events on campus (including Lakewood) or at Western-sponsored events off campus regardless of the funding source, a [Banquet Permit](#) must be obtained. Applications for permits must be submitted and approved prior to the event.

### 6. **Potlucks Permitted Under Certain Circumstances**

Potlucks are generally defined as:

- Attendees include invited faculty, staff and guests only,
- Attendees are asked to bring food/beverages to share,
- The food is not readably accessible to anyone other than the invited guests,
- There is no payment or reimbursement provided to people for bringing food,
- There is no charge for any food or beverage provided at the event,
- No alcohol is served unless in compliance with section #8 of this policy, and
- The event is not for commercial purposes.

Distribution of safe food handling guidance prior to the potluck is encouraged:  
[www.fsis.usda.gov/PDF/Cooking\\_for\\_Groups.pdf](http://www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf)

### 7. **Purchases and Reimbursements Subject to Dollar Limits**

Light refreshments: The Vice President for Business and Financial Affairs sets the “light refreshment” dollar limit which is specified on the *Food and Beverage Approval – Chart 1 e-form* (FRM-U5348.16A).

Meals: Purchase of or reimbursement for meals are not to exceed state per diem rates.

Individual divisions or departments may establish stricter limits.