

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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### MEALS AND LIGHT REFRESHMENTS

3.10

REV 04/05

Finance and Administration

425.352.3330

### OVERVIEW

The University of Washington allows for the purchase of food and light refreshments under very specific circumstances. A determination of whether a meeting or event meets the guidelines must be made in advance of the meeting or event. Purchases that do not meet the guidelines for food and light refreshments purchases must be charged to a discretionary (64-XXXX) budget.

### POLICY

Departments are authorized to purchase meals and light refreshments served to employees, and official guests (includes students and other non-employees integral to the purpose of the event) in conjunction with meetings, formal training sessions, and employee and/or student recognition events in accordance with the conditions specified below.

Student government/organizations are authorized to purchase, using Services and Activities Fees approved by the appropriate student governing organization, meals and light refreshments served to students and official guests (includes non-students integral to the purpose of the event) in conjunction with meetings, formal non-instructional training sessions, and recognition events in accordance with the conditions specified below.

*Conditions for Meetings or Training* – **All** of the following conditions must be met:

1. The meal or light refreshment must be an integral part (e.g., a lunch speaker; leaving the meeting location is disruptive to event continuity, etc.) of an official University meeting or formal training session, and
2. Attendance by the individual(s) is advantageous to UWB, and
3. The purpose of the event must be to conduct official UWB business or to provide formal training to UWB employees or non-instructional training to students, and
4. The meeting or formal training must be conducted at a location away from the place where the employee normally performs their work (e.g., their desk or cubicle).

*Conditions for Recognition Events* – **All** of the following conditions must be met:

1. The event must include the formal presentation of a recognition award to one or more employees or students. Examples of accomplishments worthy of formal recognition may include successful completion of an extraordinary special project, acknowledgment of official University individual employment milestones, or other outstanding achievement.
2. Only light refreshments may be served at the event.

The total cost of light refreshments for a recognition event may not exceed \$200 per event, in accordance with [RCW 41.060.150](#).

*Cost per Meal* – The cost of meals and light refreshments may not exceed the travel per diem limit for the meal provided at the location of the meeting. More information on meal reimbursements and current per diem rates may be found on the [Travel Office web site](#).

*Non-Allowable Expenditures* – Meals or light refreshments may NOT be purchased for the following events/activities unless charged to a discretionary (64-XXXX) budget:

- Normal daily business of UWB employees (e.g., daily coffee, etc.).
- Regularly scheduled staff, faculty or student organization meetings.
- Anniversaries of units.
- Open house events.
- Receptions for new or existing employees.
- Hosting, entertaining or social activities.

In addition to food and light refreshments for the above activities, alcohol may be purchased using a discretionary budget.

*Prior Approval* – Expenditures made under this policy **MUST BE** approved in advance of the event, and in advance of making purchase commitments. Failure to secure approval in advance will result in the item not being reimbursed. The only exception is for purchases that will be charged to a discretionary budget, which do not require advance approval.

The [Food Approval Form](#) must be submitted, approved and received back by the department prior to initiation of any purchasing related to the event/activity.

## **PROCEDURES**

Prior to initiating any purchases for an event at which food or light refreshments will be served, the [Food Approval Form](#) must be completed, approved and received back by the department. A copy of the Food Approval Form must be

attached to any Purchase Order, Petty Cash Voucher or Procurement card receipt.

Food purchased under this policy may take the form of a Purchase Order, petty cash payment/reimbursement, or Procurement Card purchase.

*Purchase Orders* – Departments should refer to Administrative Services Policy and Procedure 3.2, Purchase Orders, for the applicable procedures. A copy of the approved Food Approval Form must be attached to the Request for Purchase form.

*Petty Cash* – Administrative Services Policy and Procedure 3.3, Petty Cash, describes the relevant petty cash procedures. A copy of the approved Food Approval Form must be attached to the Petty Cash Voucher form.

*Procurement Card* – Departments should refer to Administrative Services Policy and Procedure 3.4, Procurement Card, for the appropriate Procurement card procedures. A copy of the approved Food Approval Form must be attached to the vendor receipts and submitted with the Procurement card statement after the end of the month. The [Procurement Card Coordinator](#) should be contacted with any questions related to such purchases.

#### **FORM**

Food Approval Form:

<https://my.uwb.edu/storage/284>

#### **ADDITIONAL INFORMATION**

UW Food and Light Refreshment Policy:

<http://www.washington.edu/admin/payables/food2.html>

#### **CONTACT INFORMATION**

[Finance and Administration Manager](#) – 425.352.3330