Fiscal Responsibility and Food Purchases

Fiscal Fitness April 2022
Fiscal and Audit Services

Kendra Yoshimoto, CPA, Director
Becky Collord, Manager
Megan DeVeau, Manager
Sharon Sandler, Business Process Analyst
Chao Huang, Shared Services
Lisa Robertson, Cashiers / Shared Services
Sharyn Singh, Shared Services
Sabra Varney, Cashiers / Shared Services
Purpose

☐ Fiscal Responsibility
☐ Food Policy

Your role is important to the integrity and functioning of the University
Fiscal Responsibility
Fiscal Responsibility

- Being a **good steward** of University funds
- Understanding and complying with **UW policies**
- Within a system of good **internal controls**
Purchases are made using university funds which include funds from taxpayers and student tuition/fees
UW and UW Bothell
Food Policies
Food Approval Form

University of Washington Bothell
Food Purchase Approval Form

Submit to Fiscal and Audit Services (Box 358525 or scan to uwbfapp@uw.edu) at least ten business days prior to the event. Forms submitted after the event may be the financial responsibility of the purchaser.

The requesting unit is responsible for complying with the following policies:
1. UW Food Approval Policy: https://finance.uw.edu/food-approvals
2. UW Bothell Food Purchase Policy and Clarifications: https://www.uwb.edu/finance/food-approvals

GENERAL INFORMATION

Approximate event start time: __________________ Approximate event end time: __________________

Describe invitees (e.g. staff, faculty, students, or external guests):

Event location: __________________

Are there any invitees/attendees who are external to UW Bothell? Yes ________ No ________

EVENT DESCRIPTION

Describe the meeting, training or recognition event and any pertinent information to help explain how it meets the regulations of the UW and UW Bothell food policies.

APPROVAL

Unit Director/Head (print name) __________________ Signature __________________ Date

Unit Director/Head please initial to indicate your unit understands these requirements:

A list of invitees or attendees will be kept on file and available for auditors:

For recognition events, a documented recognition policy will be kept on file and available for auditors:

Obtain Vice Chancellor (VC) or Chancellor approval as needed:

VC or Chancellor (print name) __________________ Signature __________________ Date

UNIVERSITY of WASHINGTON | BOTHELL
RCW 43.03.050

Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees.

(3) The director of financial management may prescribe reasonable allowances to cover reasonable expenses for meals, coffee, and light refreshment served to elective and appointive officials and state employees regardless of travel status at a meeting where: (a) The purpose of the meeting is to conduct official state business or to provide formal training to state employees or state officials; (b) the meals, coffee, or light refreshment are an integral part of the meeting or training session; (c) the meeting or training session takes place away from the employee's or official's regular workplace; and (d) the agency head or authorized designee approves payments in advance for the meals, coffee, or light refreshment. In order to prevent abuse, the director may regulate such allowances and prescribe additional conditions for claiming the allowances.
UW Food Policy Statement

Food Approval

Policy and Applicability

New: Review for guidance on Virtual Meetings

University and Washington State policies allow for the purchase of meals and light refreshments for employees, students and official guests under certain criteria to include the source of funds, type of budget and purpose of the event. This guidance is provided to ensure that all food expenses charged to University budgets are allowable and appropriate for the funding source.

Many UW budgets are either not approved for food and/or alcohol purchases, or have some restrictions. Effective immediately, use this guide to ensure that all expenses charged to University budgets are allowable and appropriate for the funding source. Only gift budgets will continue to be flagged for food approval. Please see the FAQ for additional guidance regarding gifts, discretionary and grant budgets.
UW Bothell Food Policy Statement

University of Washington Bothell

UW Bothell Policy Statement PGL- 3.3 – UW Bothell Clarifications

Employee meetings or trainings must be 2.5 hours or more in length for light refreshments to be provided. The 2.5 hour minimum is waived for meetings or trainings that primarily engage participants who are external to UW Bothell, students, or faculty/leadership search candidates. Light refreshments are limited to $5 per person (UW Bothell clarification). (Note: Light refreshments for recognition events are limited to $200 per individual or group receiving a formal recognition award.)

Employee meals are justified only when a meeting is 3.5 hours or more in length and extends over a meal period. Breakfast is only provided if the employee meeting begins at 7 a.m. or earlier. Dinner is only provided for an employee meeting that ends at 7 p.m. or later. The 3.5 hour minimum and 7 a.m. start and 7 p.m. end times are waived for meetings or trainings that primarily engage external participants, students or faculty/leadership search candidates. (UW Bothell clarification).

Light refreshment service for one-hour or longer meetings are allowed for high-level meetings (signed by director and above attendance) with external participants at the discretion and approval of the vice chancellor/chancellor and where such service might be expected in the conduct of official UW business (UW Bothell clarification).

Dining at restaurants is permissible for meetings only if there is a documented business purpose or business agenda, and must include a participant who is external to UW Bothell unless approved by a vice chancellor/chancellor (UW Bothell clarification).

Meals for spouses/partners and family members are not allowed (UW Bothell clarification).

Documentation to Retain for Audit Purposes

If audited, the unit is responsible for providing to the auditors:
• Approved UW Food and Beverages for Meetings, Training Sessions and Recognition Awards Ceremonies form
• Approved UW Bothell Food Purchase Approval form
• List of invitees or attendees
• For meetings or trainings—agenda or other documented description
• For recognition events – formal recognition policy if applicable
• Details of food purchases (e.g., itemized receipt, catering contract)

State funds cannot be used to purchase food for:

Food purchases are specifically disallowed per the UW Food Approval Policy for these types of events:
• Normal daily business of employees
• Regularly scheduled meetings
• Open houses
• Receptions for new employees
• Alcoholic beverages
• Food over per diem limits
• Hosting and entertaining
• Graduation events
• Lobbying, elections, election celebrations

Questions? Please contact uwbf@app.uw.edu. We’re here to help!

UW Bothell Food and Audit Services updated 7/31/19

UNIVERSITY of WASHINGTON | BOTHELL
Allowable Events

- Business Meetings
- Training
- Recognition

That’s it!
Formal Recognition Program

Recognition program requirements
▪ Documented and approved recognition policy
▪ Approval at the Dean/Vice Chancellor level

Employee recognition policy elements
▪ Definition of purpose, criteria, and budget
▪ Selection often executed by a committee
▪ Definition of award eligibility, frequency and process
University funds can’t be used for:

- Normal daily business of employees
- Regularly scheduled meetings
- Open houses
- Receptions for new employees
- Alcoholic beverages
- Food over per diem limits
- Hosting and entertaining
- Lobbying, elections, election celebrations
- Graduation events
Limits to remember

- **Meal per diem** - costs must be at/under travel per diem limits, currently $20/$24/$35 for Seattle/Bothell

- **Recognition** - $200 limit per individual or group; formal recognition plan needed; only light refreshments

- **Exception for student refreshments** - $5 per person per UW Seattle Controller’s Office
For Virtual Meetings

- **Not allowed** for employees working remotely
- Meals or light refreshments must be *"an integral part of a meeting or training. Examples:*
  - When hosting a lunch speaker
  - When obtaining meals away from the meeting location would be disruptive to event continuity
  - Off-site event location where food may not be available
- Note that even **discretionary funds should not be used** for items that are *personal in nature*, and that may include food purchases for employees working at home
Employee meetings or trainings:

- Must be **2.5 hours or more** in length for light refreshments to be provided.
  - 2.5 hour minimum is *waived* for meetings or trainings that primarily engage participants who are external to UW Bothell, students, or faculty/leadership search candidates

- Light refreshments are limited to **$5 per person**

- Light refreshments for **recognition events** are limited to **$200** per individual or group receiving a formal recognition award
**UW Bothell Clarifications (con’t)**

**Employee meals:**
- Allowed when a meeting is **3.5 hours or more** in length and extends **over a meal period**
- **Breakfast** allowed if the meeting **begins at 7 a.m. or earlier**
- **Dinner** allowed for a meeting **that ends at 7 p.m. or later**
- The 3.5 hour minimum and 7 a.m. start and 7 p.m. end times are **waived** for meetings or trainings that primarily engage **external participants, students or faculty/leadership search candidates**
UW Bothell Clarifications (con’t)

Light refreshment service for *one-hour or longer* meetings:

Allowed for...

- High-level meetings (signified by *director and above in attendance*)
- with *external participants*
- at the discretion and *approval of the vice chancellors/chancellor*
- and where *such service might be expected* in the conduct of official UW business.
UW Bothell Clarifications (con’t)

Dining at restaurants:
- Permissible for meetings only if there is a documented business purpose or business agenda, and
- must include a participant who is external to UW Bothell
- unless approved by a vice chancellor/chancellor.

Meals for spouses/partners and family members:
- Not allowed
Do I have to cancel my event?
Things to remember

- **Documentation required for audit:**
  - Approved forms showing business purpose
  - List of invitees and/or attendees
  - Details of food purchased (itemized receipt or contract required—no exceptions)

- **Reputational Risk**
  - Would an auditor, reporter, taxpayer, student, parent – agree with this purchase on taxpayer/student funds?
FAQ: What can I do with leftover food?

- **DO:** Set out food where the university community and hungry students can partake of the leftovers.
- **DO NOT:** Take the food for yourself. Doing this would be considered a “personal gain” and ethics violation.
Internal Controls

Prior to food purchase:

- Prepare form and obtain proper approval
- Form must be sent to uwbfldap@uw.edu for review and approval by FAS Director

After food purchase:

- Reconcile purchase documentation to Procard transaction detail report and budget

Food purchases often attract audit attention!
Thank you
Resources

- Fiscal and Audit Services Website: https://www.uwb.edu/finance
- UW Food Approval Guidance: https://finance.uw.edu/food-approval
- UW Bothell Food Approvals Website: https://www.uwb.edu/finance/food-approvals
- Per diem meal limits: https://finance.uw.edu/travel/perdiem
- Receipt Policy Information: finance.uw.edu/ps/resources/receiptpolicy
- Formal recognition program guidelines: https://hr.uw.edu/talent/recognition/employee-recognition/develop-recognition-program/