

Campus Policy Regarding the Purchase of Food, Refreshments, And Food Related Items (Food Items)

Food items are a common part of California State University, Fresno campus life. Some of our activities require the inclusion of food items and other activities would be enhanced with their inclusion. However, discretion must be exercised in the use of State funds to pay for these items. The purpose of this policy is to articulate guidelines to avoid abuse or the appearance of abuse of State funds. This policy does not apply to travel related meals.

In general, California State Law does not allow for the purchase of food items except in limited circumstances. Title 5 section 41600 (b) and (c) define the circumstances when it is appropriate to purchase food items with State funds:

- (b) Official activities commonly engaged in by campus administrations and customarily recognized as essential for promoting and maintaining student, faculty and staff morale and for developing and maintaining effective relations with the community. Such activities may include but are not limited to campus receptions, public ceremonies, and lay advisory committee meetings concerned with various aspects of the campus instructional program such as teacher education, business education and engineering education.
- (c) Providing essential accommodations and sustenance for official guests of the campus.

The following campus activities meet the above criteria and use of State funds is appropriate:

1. Receptions lay advisory committee meetings, public ceremonies, and retreats that are primarily for students, alumni, pertinent community individuals, prospective students, and/or donors. *Examples include graduation ceremonies, alumni activities, recognition dinners*
2. Campus-wide and/or Presidential receptions, and retreats by the Vice Presidents that promote faculty and staff morale. *Examples include faculty/staff assemblies, campus open houses, homecoming activities, graduation ceremonies, alumni activities, and recognition dinners*
3. Food purchases as part of official activities paid for by participant fees, course fees or included in Federal/State/CSU System grants/contracts containing specific language allowing food purchases. *Examples include extension courses, conferences, seminars, and workshops that include the cost of food and non-alcoholic beverages and are paid by the attendees*
4. Food purchases for official guests of the campus. *Examples include foreign dignitaries, non-State officials, emeriti, and non-campus State officials attending the campus on official business*

5. State/CSU System Contracts and/or Trust Funds with specific language allowing food purchases. *Examples include student field trips*

The University Controller, as the President's designee, must approve purchases of food items, with State funds, meeting the above criteria.

On-campus events must utilize University Food Services (UFS) for food items. If UFS can not handle the activity or if the cost of food items is less than the UFS minimum charge, (see UFS catering minimums on page G-24.4), then services may be obtained from another vendor. Off-campus events, or on-campus events not handled by UFS, must obtain and select the lowest of three bids if the purchase of food items is over \$1,000.

Prior to the purchase of any food items a requisition and a food justification form must be completed and the documents must be submitted to Procurement and Support Services for approval. In addition, the purchase of food items must not be made through a third party in order to circumvent these procedures. Procurement card and direct pay processes cannot be utilized to purchase food items. Also, the purchase of food items from Lottery Funds are not allowed under any circumstances.

It is recognized that many gray areas will exist in determining whether the use of State funds to pay for food items is appropriate. Good judgment must be utilized in making these determinations. The appearance of impropriety is as serious as an actual abuse and both must be avoided. When in doubt, the safest policy is to err on the conservative side and pay for food items with other than State funds. It is the responsibility of each of us to insure that State funds are managed responsibly. **Under no circumstances should State funds be used to purchase alcoholic beverages.**

Food purchases for all other approved activities must be paid from non-State (Foundation) funds.

This policy does not alter the requirement for justification. Any expenditure for food items must include the following information:

Name of event/function

Date of event/function

Purpose of event/function (how does the event/function contribute to student, faculty and staff morale, the development of effective relations with the community, and/or provide for sustenance for official guests of the campus)

Activity listed above that supports this request

Attendee Type (faculty, staff, student, community person, guest) and Number of Attendees

Name of Vendor

(See Informed Filler, "Foodjst", to document the above information)

Food Policy

California State University, Fresno

April 2000

Policy No. B-24.3

The office of Procurement and Support Services (278-2111) should be consulted if you have procedural questions or if there are doubts about the validity of the intended purchase. Any purchases made for food items, not in conformance with this policy will become the personal liability of the person making the purchase.

Fresno State Food Service Catering Minimums

October 4, 1999

Breakfast, Lunches, Receptions and Dinners (buffet or served)

Breakfast and lunches will be provided Monday - Saturday between the hours of 7:00am - 2:00pm for a minimum of \$200.00. Dinners and Receptions will be provided Monday - Saturday for a minimum of \$350.00 dollars. The University Restaurant is available Monday - Friday for lunch.

Deliveries:

Deliveries include reception food drop off and set-ups, continental breakfasts, coffee, beverage and cookie orders. Monday- Friday before 7:00pm requires a \$100.00 minimum. Deliveries after 7:00pm require a \$250.00 minimum. Saturday and Sunday deliveries requires a \$300.00 minimum.