

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-19
Food & Beverage Purchasing

No State funds may be used for the purchase of food. Reimbursement may not be used for purchases of food items at local grocery stores. A purchase requisition is required in this instance. Food, beverages, and refreshments require the approval of a Dean or Vice President and must be made with local funds. The purchase may be completed utilizing one of the following procedures:

1. Purchase Requisition - If the department wishes to pay the restaurant or other vendor directly to purchase food, beverage, or refreshments will be consumed by faculty, staff, students, or others, submit a purchase requisition or purchase order form to the respective Vice President of Dean for review and approval. Food, beverages, and refreshments shall be paid for with local funds only (auxiliary, designated, restricted, or gift). Ref: *Rules and Regulations* of The Texas State University System, Chapter III Section 6.8.

The following approval stamp, with the signature of the vice president for the appropriate division, or their designee, must appear on the form: (This stamp replaces the "Food/Beverage/ Achievement Award" form and may be obtained from Purchasing).

I certify that this purchase meets the guidelines of Chapter 3, section 6.8 of the TSUS Rules and Regulations.

_____ **Vice President or Dean Approval**

1. Alcoholic beverage purchase require the approval of the President. To purchase alcoholic beverages which will be served in a "special use" building or facility designated by the President, submit a letter of request to the respective Vice President for presentation to the President for review. If approved by the President, submit a purchase requisition or purchase order form to Purchasing with a copy of the approved letter. Alcoholic beverages shall be paid for using gift funds only. Ref: *Rules and Regulations* of The Texas State University System, Chapter VII Section 4.
2. Reimbursement - If the department wishes an employee to bear the expense for meals for visitor(s)/drinks for visitor(s) and then be reimbursed, no Purchase Requisition is required. The employee should complete a State of Texas Purchase Voucher for reimbursement of expense incurred. This voucher must also have the "approval" stamp and the vice president's signature or the signature of the vice presidents' designee as outlined above; the voucher should then be submitted to Accounting for payment and must include the following:
 - (a) The names of all persons who were entertained or served.
 - (b) The name of the restaurant or other vendor.
 - (c) The receipt from the restaurant or vendor.
 - (d) The date on which the expense was incurred.
 - (e) The business purpose which required the expenditure.
 - (f) If reimbursement is requested by the individual with signature authority, the immediate supervisor must sign.
 - (g) Payment must be made from some account other than state funds.

The following is excerpted from the Texas State University System "Rules and Regulations" (dated May 17, 2007):

- 6.8 *Purchase of food, refreshments, and awards with Institutional Funds that are not otherwise restricted. The Board of Regents has determined that the expenditure of institutional funds that are not otherwise restricted for the purchase of food, refreshments, and achievement awards assists the Components in the System in carrying out their educational functions, promotes education in the State of Texas, and provides an important public purpose. Accordingly, the Board authorizes each***

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Component to use such funds for the purchase of food, refreshments, and achievement awards in accordance with the following guidelines. The President of each Component is delegated the authority to determine if specific expenditures for the purchase of food, refreshments, and achievement awards, with such funds fall within the following objective guidelines established by the Board, and the Component President is authorized to implement this policy through appropriate directives and delegation.

- 6.81** ***Direct Purpose. Expenditures of Components funds that are not otherwise restricted for food, refreshments, and achievement awards must have one or more of the following guidelines as a direct purpose:***
 - 6.811** ***The recognition or promotion of academic achievement, athletic achievement, scholarship, and/or service to the Component or State.***
 - 6.812** ***The promotion of the communication of intellectual ideas among students, faculty and staff, administrators, and/or representatives of the public.***
 - 6.813** ***The support of student events and activities which are sponsored by the Component.***
 - 6.814** ***The recruitment of highly qualified students, faculty, and staff.***
 - 6.815** ***The promotion of the exchange of ideas with community leaders regarding the Component role in the community.***
 - 6.816** ***The assistance of the Regents, accrediting agencies, officials from other Components, and/or public officials in inspecting and/or reviewing facilities and programs.***
 - 6.817** ***The support of the Component's program of continuing education.***
- 6.82** ***Specific Limitations. Specific guidelines and limitations on the expenditures for food, refreshments, and achievement awards from certain types of auxiliary funds are as follows:***
 - 6.821** ***Funds expended for continuing education conferences, seminars, and short courses must have been included in the continuing education registration fees assessed.***
 - 6.822** ***Funds expended which were received from Component concessions, student service fees, student organizations, and other auxiliary funds must have been previously budgeted therefore.***
 - 6.823** ***Other locally generated income and auxiliary funds (not restricted to administrative, education and general research, plant expansion, loan, endowment, or scholarship programs) may be used to the extent that they have previously been budgeted therefore.***
 - 6.824** ***No funds under the control of intercollegiate athletics may be used to purchase alcoholic beverages.***

Reviewed by: R. Dean Lewis-Vice President for Finance & Operations – 11-01-08
Next review: 2/1/10