

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

Finance & Operations Policy FO-19
Purchase of Food, Beverage, Flowers, Promotional Items and Gifts

No State funds may be used for the purchase of food (with the exception of LEMIT and CMIT). Food and beverage purchases incurred during travel are prohibited (refer to **Finance & Operations Travel Policy FO-TR-21 Meals**). Reimbursement may not be used for purchases of food items at local grocery stores. A Purchase Requisition is required for this instance. All food, beverages, and refreshments require the signature of the respective Vice President or his/her designee (Associate Vice President, Dean and Directors who report to a Vice President) prior to the purchase of these items and must be made with local funds. The purchase may be completed utilizing one of the following procedures:

1. P-Card Purchase – If the department wishes to pay the restaurant or other vendor directly to purchase food, beverages, or refreshments that will be consumed by faculty, staff, students, or others, they must submit Food/Beverage/Award/Flowers/Promotional/Gift Items Request form FO-19A, to the respective Vice President or his/her designee (Associate Vice President, Dean and Directors who report to a Vice President) 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.
2. Purchase Requisition/Purchase Order – If the vendor does not accept P-Card purchases and the department wishes to pay the restaurant or other vendor directly to purchase food, beverage, or refreshments that will be consumed by faculty, staff, students, or others, they must submit a Food/Beverage/Award/Flowers/Promotional/Gift Items Request form FO-19A, to the respective Vice President or his/her designee (Associate Vice President, Dean and Directors who report to a Vice President) 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.

Definition of a Gift: *A voluntary conveyance of something of value as a gesture of good will or appreciation.* Departments requesting the purchase of a gift must submit the Food/Beverage/Award/Flowers/ Promotional/Gift Items Request form FO-19A, to the respective Vice President or his/her designee (Associate Vice President, Dean and Directors who report to a Vice President) for review and approval. When purchasing with the procurement card, if a gift is \$100 or less, prior approval is not required before placing an order with the vendor. The approved Food/Beverage/Award Flowers/Promotional/Gift Items Request form FO-19A, and receipt must be included with the Expense Report. Gift purchases over \$100 require prior approval by the respective Vice President or his/her designee. Gifts purchases processed on a Banner Requisition require an approved FO-19A Form be attached.

Flowers for non-university events and promotional items must be approved by the respective Vice President on the Food/Beverage/Award/Flowers/Promotional/Gift Items Request form prior to purchase. (See form FO-19A)

Promotional Items with the SHSU name/logo are not considered gifts as long as they are not excessive in nature. Examples of promotional items would be, but not limited to, t-shirts, cups, mugs, key chains, tote bags, caps or other memorabilia. Promotional items must be approved by the respective Vice President on the Food/Beverage/Award/Flowers/Promotional/Gift Items Request form prior to purchase. (See form FO-19A).

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The following approval, with the signature of the respective Vice President for the appropriate division, must appear on the form:

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

_____ **Vice President**

1. Alcoholic beverage purchases 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 Procurement and Business Services 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 for 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 signature of the respective Vice President as outlined above; the voucher should then be submitted to the Controller 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 the reimbursement is requested by the individual with signature authority, the immediate supervisor must sign.
 - g. Payment must be made from 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 is excerpted from The Texas State University System "Rules and Regulations" (dated July 31, 2009):

- 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 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.**

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- 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: John Hitzeman, Director of Procurement & Business Services and
Randall Powell, Interim Vice President for Finance and Operations
5/12/2011

Next Review: 5/12/2012