

Purchasing Services & Accounts Payable Policies & Procedures at the University of Tulsa
REVISED 9/1/2005

414: PURCHASE OF FOOD AND/OR BEVERAGES USING UNIVERSITY FUNDS

This policy is based on the understanding that whenever food and/or beverages are purchased using University funds (directly or through reimbursement), regardless of where those purchases are consumed, those purchases must be made through The University of Tulsa's Dining Services unless the purchase qualifies for an exemption as provided in this policy or is done in a manner consistent with the University policy for reimbursement for travel and/or entertainment expenses.

Furthermore, when University facilities are used (either indoors or outdoors) in connection with the activities of any TU organization and/or outside group, food and/or beverages consumed at such an activity must be purchased through The University of Tulsa's Dining Services unless the purchase qualifies for an exemption as provided for in this policy.

Additionally, this policy is not meant to replace or contradict any other University policies regarding the appropriate use of University funds. Specifically, the policy regarding travel expense reimbursement regarding food and beverages and the criteria for reimbursement of entertainment expenses in connection with University business as required by the IRS and the policy regarding the purchase of alcoholic beverages and serving and consumption of alcoholic beverages on campus remain in effect. Certain stipends such as those received by Cyber Corps students for the purchase of food for personal consumption are not covered by this policy.

The only exemptions to this policy are:

- 1) purchases which represent a total cost of food and/or beverages for the activity of less than \$100 that are also consistent with other University policies including those mentioned here;
- 2) purchase of \$100 or more which are consistent with other University policies including those mentioned here and which have received an approved exemption in writing (after giving reasonable notice requesting an exemption) in advance of the activity by the Director of Dining Services or the Director's designee; and
- 3) Purchases outside of the greater Tulsa area which would be impractical for Dining Services to address and purchases in any off campus facility within the greater Tulsa area which prohibit catering by anyone other than the facility's own staff.

There may be times when a University employee or student group, serving as a host and not wishing the event to be catered but wishing to use University funds, wishes to have a function at his or her home (or University Housing facility in the case of a student group) in the greater Tulsa area which would result in a legitimate expenditure of University funds consistent with the University's policy pertaining to entertainment. If the total cost of food and/or beverages is less than \$100, an exemption to this policy would be automatic. If the total cost of food and/or beverages is \$100 or more, Dining Services should be contacted to determine if the food and/or beverages needed could be provided by Dining Services. If not, or if doing so is impractical for any reason, an exemption would be granted by Dining Services.

Adherence to this policy: a) is critical to ensure that all catering reflects the high standards and financial goals of the University; and b) helps Dining Services retain more qualified catering staff to ensure the success of all events, both large and small at the University.

Proper documentation must be provided to the Business Office so that a determination can be made that the request for payment or reimbursement conforms to this policy and/or others including those mentioned here. University funds will not be approved for payment or reimbursement if the purchase does not conform to this or other University policies – including the provisions for exemptions. Questions concerning this policy should be directed to Dining Services well in advance of the function.