

OGDEN-WEBER TECHNICAL COLLEGE	Number 510.7	Effective Date 02/23/23 Revised 10/10/22 02/23/23 09/12/24	Page 1 of 1
POLICY	Approval: President’s Cabinet		
Title FOOD PURCHASES			

1. **PURPOSE**

The purpose of the policy is to provide guidelines for food purchases including meal vouchers, business-related meetings, and catering.

2. **POLICY**

It is the policy of the College to allow food purchases using College funds when events are reasonable and business related.

3. **DEFINITIONS**

3.1 Reasonable: Requests are considered reasonable if:

- 3.1.1** the nature and the amount involved reflect the actions of a prudent person under the circumstances;
- 3.1.2** it is appropriate for the mission of the College; and
- 3.1.3** it is not otherwise a prohibited use of College funds or does not violate any College policies.

3.2 Business related: Requests are considered business related if:

- 3.2.1** they reflect an ordinary and necessary transaction to conduct College business, and
- 3.2.2** the event can bear scrutiny that it is being conducted to further the mission of the College.

4. **REFERENCES**

- Ogden-Weber Technical College Purchasing and Requisitioning policy (#510.4)
- Utah Code Annotated, Utah Procurement Code, Title 63G-6a
- Ogden-Weber Technical College Corrective Action policy (#520.29)
- Utah Office of Administrative Rules, R25-7-6, Reimbursement for Meals

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1. Overview

1.1 All expenditures for food shall:

1.1.1 be reasonable and business related,

1.1.2 be pre-approved by the appropriate budget manager and vice president or the College president,

1.1.3 not exceed the State of Utah meal per diem rate per person, and

1.1.4 be documented with necessary forms and itemized receipts.

1.2 Purchases shall be documented with a business purpose statement of why and how the purchase is reasonable and business related.

1.3 More restrictive standards may apply when using federal or state grant funds. Many do not allow food purchases for any reason. If a federal or state grant does not allow use of funds for food purchases, follow the guidelines of the grant.

1.4 The College is a tax-exempt entity.

1.4.1 Employees shall make every effort to ensure tax is not included in the purchase by obtaining the sales tax exemption number from the purchasing agent and providing it to the merchant.

1.4.2 Food purchases that include sales tax shall be brought to the attention of the accounting director who shall file paperwork with the State of Utah for reimbursement.

2. Culinary Arts Lunch Ticket for the Campus Grille

2.1 Lunch tickets for the Campus Grille shall:

2.1.1 be requested for a specific employee by another employee;

2.1.2 Be requested using the Culinary Arts Lunch Ticket request form.

2.2 Lunch tickets shall only be redeemed at the Campus Grille as one-time use and for up to the value given.

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3. **Business Related Meetings in the Campus Grille**

- 3.1 The Food Request Charge Slip form shall be completed for all business-related meetings that will utilize the Campus Grille to feed the attendees.
- 3.2 Discretion shall be used when considering food for meetings to ensure it is reasonable and necessary. Items to consider include the length of the meeting and the time of day for the meeting.
- 3.3 Food for training meetings involving College teams or other College-related functions may occasionally be necessary and shall require discretion to ensure the costs are reasonable and necessary.
- 3.4 College funds should not be used for employee socials where the primary focus is on consumption of food rather than conducting business.

4. **Catering**

- 4.1 All food, drinks, and candy purchases for an event on any College campus shall be requested through a catering and/or event set up form and fulfilled by the Event Coordinator. Exceptions are granted for the separate request forms that are for the Campus Grille for lunch tickets or meeting charge slips.
- 4.2 Catering shall be used when meals, drinks, refreshments, or treats are desired for meetings and trainings.
- 4.3 A catering or event setup request form shall be completed prior to the event date to obtain pricing, approvals, and enough time to fulfill the request.
- 4.4 Catering requests shall include a business purpose that is reasonable, business related and may not exceed the State of Utah meal per diem rate per person.
- 4.5 The Culinary Arts program has limited resources and less availability for catering. Therefore, if the culinary arts program is the desired vendor for catering, it will require approval from the Culinary Arts program coordinator and program director on a case-by-case basis. The Event Coordinator shall work with the Culinary Arts program coordinator to determine if the catering request can be fulfilled. All off campus catering requests involving the Culinary Arts program require approval from the vice president.

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5. P-Card purchases

- 5.1 Food purchases using a College p-card are not allowed without pre-approval. Exceptions include the Event Coordinator, Purchasing Agent, Vice President, and President.
- 5.2 The pre-approval P-card food use request form shall be completed prior to using the card for meals off campus for entertainment purposes. An appropriate business purpose statement of why and how the purchase is reasonable and business related shall be included in the request form.
- 5.3 Reconciliation of the food charge shall include a copy of the pre-approved request form, a copy of the credit card receipt, and an itemized receipt of what was purchased. All items shall be included when coding your credit card charge through the bank as part of the back up to the charge. Non-compliance may result in employee discipline and/or revocation of your p-card privileges.
- 5.4 Discretion shall be used when considering the cost of a meal to ensure it doesn't exceed the State of Utah meal per diem rate per person.