

FOOD AND BEVERAGE POLICY

I. Policy Section

11.0 Business Functions

II. Policy Subsection

11.1 Reimbursement Policy

11.1a Food and Beverage Standards

III. Policy Statement

The serving of food and beverages at college events, meetings and other college-related business activities may be essential to normal operations. Budget Control Officers are required to monitor and approve such expenditures and to ensure that food and beverage costs are reasonable and incurred for legitimate business related activities.

IV. Reason for the Policy

This policy is intended to limit the total cost of food and beverages served as part of our GRCC business activities and to reduce inappropriate or excessive expenditures of this nature. While exceptions are anticipated, limiting food and beverage expenditures is essential to efficient operations and must be balanced with what is required for effective business practices. The goal is to seek consistency and reasonableness regarding these types of decisions.

V. Entities Affected by this Policy

All employees
Students
External constituents
Board of Trustees

VI. Who Should Read this Policy

Executive Budget Control Officers (EBCO)
Budget Control Officers (BCO)
Employees who make arrangements for meetings, on and off campus
Employees who will be seeking reimbursement for food or beverage expenditures for meetings

VII. Related Documents

Purchasing Policy
Procurement Card Agreement
Travel Card Agreement
Board of Trustees Policies

VIII. Contacts

Policy Owner: Executive Director of Financial Services
Administrative Assistant to the VP for Finance & Administration
Director of Purchasing
Executive Budget Control Officers
Budget Control Officers
Controller

IX. Definitions

Celebrations: Receptions, employee recognition events and other events that may or may not include external constituents.

Business Meetings with External Constituents: Meetings with one or more external constituents to conduct GRCC business related to the College's strategic goals as linked to operations or planning.

Business Meetings with GRCC Employees Exclusively: Meetings with GRCC employees to conduct GRCC business related to the College's strategic outcomes as linked to operations or planning.

Retirement Receptions: On campus receptions to provide internal recognition of our retirees

X. Procedures

A. The following guidelines apply when using GRCC funds for food:

1. Review food and beverage standards and guidelines
2. Anticipate food and beverage costs
3. Secure approval of the BCO and/or EBCO
4. Following approval, finalize plans for the event according to College operating procedures
5. Use employee reimbursement request and/or payment procedures for food expenses
6. GRCC funds may not be used for alcoholic beverages

B. The following are limitations for expenditures related to food purchases:

1. Food and beverage expenses are not necessary for every meeting.

2. Food and beverage expenses are anticipated for meetings that are long in duration (two hours or more), or coinciding with meal times due to scheduling difficulties
3. GRCC funds may not be used for alcoholic beverages
4. Retirement receptions may be held to celebrate retiring college employees. The college will provide up to \$720 per retiree to cover the cost of food for the event. To access these funds, complete a food function form and submit it to Food Service. The account number to be used can be obtained from the Controller. The appropriate EBCO shall provide final approval for all retirement receptions.

XI. Forms

Employee Reimbursement Request
Food Function Form

XII. Effective Date

Revised August 8, 2012
Revised July, 2016

XIII. Policy History

Adopted February 20, 1995
Revised January 20, 1995
Revised August, 2012 - Combined Food & Beverage Policy w/Reception Guidelines
Revised August, 2016

XIV. Next Review/Revision Date

August, 2020