

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

The purpose of this policy is to establish guidelines and requirements for the purchase of food and beverages for College-related business activities.

V. Entities Affected by this Policy

All employees

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: Director of Budget & Business Services

Administrative Assistant to the VP for Finance & Administration

Director of Purchasing
Executive Budget Control Officers
Budget Control Officers
Controller

IX. Definitions

Reasonableness: The purchase must be made in a rational and cost-effective manner that a prudent person would make under the circumstances at the time the decision was reached with consideration as to how the public would view the expense if reported in the media. Accounting or Purchasing can be consulted to ensure reasonableness.

Allowable: The meeting/event at which the food and beverages are consumed must be of essential benefit to the College and meet all other defining criteria. Alcoholic beverages are not allowable.

X. Procedures

A. The following guidelines and requirements apply when using GRCC funds for food and beverage purchases:

1. The meeting must be for a valid College purpose.
2. Costs must be reasonable and allowable.
3. Secure approval of the BCO and/or EBCO.
4. Following approval, finalize plans for the event according to College operating procedures.
5. Groups of fifteen (15) or more individuals in a designated event space must contact campus dining services first for any food or beverage needs, as they have the right of first refusal. Use employee reimbursement request and/or payment procedures for food expenses

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

1. Not necessary for every meeting.
2. Anticipated for meetings that are long in duration (two hours or more) or coinciding with meal times due to scheduling difficulties.
3. Retirement receptions may be held to celebrate retiring College employees. \$720 per retiree is available to cover the cost of food and beverages. 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.

C. Additional Food and Beverage Procedures, Guidelines, and Requirements.

1. Additional procedures, guidelines, and requirements regarding the purchase of food and beverages for College-related business activities, including catering services, may be created in accordance with the standards set forth within this policy. Such procedures, guidelines, requirements will be made available on the College's website.

XI. Forms

Employee Reimbursement Request
Food Function Form

XII. Effective Date

Revised August 8, 2012

XIII. Policy History

Adopted February 20, 1995
Revised January 20, 1995
Revised August, 2012 - Combined Food & Beverage Policy w/Reception
Guidelines
Revised August, 2016
Revised June, 2020
Revised April, 2026

XIV. Next Review/Revision Date

April, 2028