



Standard Administrative Procedure (SAP)

21.01.12.L0.01 Food Purchases

First Approved: July 12, 2010
Revised: March 17, 2016
February 25, 2019
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Procedure Statement and Reason for Procedure

The purpose of this SAP is to clarify which food purchases are considered appropriate and which are not. Appropriateness refers to the use of University Funds which include, but are not limited to, State appropriations, designated funds, contingency funds, fee account revenue, and grant funds. Any food purchase specifically disallowed below is allowable, provided University Funds are not used.

Procedures and Responsibilities

1. GENERAL

Texas A&M International University (TAMIU) has an exclusive food service contract for the provision of food for all events on- and off-campus. The food service provider has the first right of refusal for any event that will be paid for using University Funds (including, but not limited to, State appropriations, designated funds, contingency funds, fee accounts, and grant funds), and/or held on campus. Donations of prepared food for on-campus events or meetings are generally not permitted except where formal agreements such as athletics sponsorships exist. In all such cases, the approval of the food service provider must be obtained. Reimbursement for raw ingredients to prepare a meal is also generally not permitted.

2. SITUATIONS GENERALLY NOT ACCEPTABLE FOR REIMBURSEMENT OF FOOD EXPENSES

2.1 **Department/Division/College Meetings** – Reimbursement for snacks or meals at department meetings is not permitted. Department meetings are a routine occurrence, and the corresponding recurring expense is not covered by TAMIU.

- 2.2 **Department/Division/College Parties or Socials** – TAMIU goes to great expense to provide several TAMIU-wide events. As such, no expenses for department, division, or college parties or socials are reimbursable. Momentous occasions, not observed on a TAMIU-wide level (e.g., retirement/departure of a long-term employee) may be eligible for reimbursement with the approval of the President.
- 2.3 **Potluck Luncheons** – Despite the aforementioned exclusive food service provider contract, a limited number of potluck luncheons are permitted. Since the spirit of a potluck luncheon is that food is provided by the attendees, reimbursement of any kind is not permitted for a potluck luncheon. Additionally:
- a. Potluck luncheons are restricted solely to employees. A department may not plan an event with invited guests and attempt to use the potluck guidelines to provide the food.
 - b. Potluck luncheons are limited to one per department per academic year.
 - c. Potluck luncheons may consist solely of homemade food or readymade pre-packaged items (no restaurant items are permitted).
 - d. Potluck luncheons may be hosted only in office areas. Meeting rooms and the ballrooms may not be reserved for potlucks.
 - e. Potluck luncheons should be reported to the food service provider so that they may be properly recorded as an approved event.

3. SITUATIONS THAT MAY NOT BE ACCEPTABLE FOR REIMBURSEMENT OF FOOD EXPENSES

- 3.1 **Business Meals** – Reimbursement for business meals, which must include at least one non-TAMIU employee with whom TAMIU has a business relationship, are generally permissible. A business meal of more than 4 should generally be hosted on campus and utilize the food service provider. An exception to this provision may only be made by the President.

Business meals with vendors are not eligible for reimbursement. Working business meals with vendors, catered by the TAMIU food service provider, however, may be eligible for reimbursement with the approval of the President or appropriate vice president.

Business meals with employment candidates and employees participating in the search process are eligible for reimbursement with the approval of the President or appropriate vice president.

- 3.2 **Committee Meetings** – A committee is defined as a group of TAMIU employees from various departments, divisions, and/or colleges who meet for the purpose of addressing a specific charge. Committees are formed with the approval of the President or appropriate vice president.
- 3.3 **Advisory Council Meetings** – An advisory council is defined as a group of TAMIU employees and members of the community who meet for the purpose of addressing a specific charge. Advisory councils are formed with the approval of the President or appropriate vice president.

- 3.4 **TAMIU Events** – TAMIU events are those which are sponsored by TAMIU and may, but do not necessarily, include non-TAMIU employees. Examples of TAMIU events include the holiday party, faculty and staff mixers, student orientation, and donor events. TAMIU events require the approval of the President or appropriate vice president.
- 3.5 **Retreats** – Retreats are generally held away from the TAMIU campus for the express purpose of evaluating a division’s effectiveness. Retreats are limited to once per year and require the approval of the President or appropriate vice president.

Related Statutes, Policies, Regulations, or Rules

[System Regulation 21.01.12, Purchase of Food and Refreshments](#)

Definitions

University Funds – Any source of funding to TAMIU excluding personal funds for which reimbursement is not sought. University Funds include, but are not limited to, State appropriations, designated funds, contingency funds, fee account revenue, and grant funds.

Business Meals – A meal consisting of attendance by both TAMIU and non-TAMIU employees and which has a specific TAMIU business purpose.

TAMIU Event – An event sponsored by TAMIU which may include non-TAMIU employees.

Contact Office

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