Procedure Title:  Food and Beverage Procedure

Effective Date:  7/1/2002

Procedure ID #:  FA-PR-1207

Date of Last Revision:  6/9/2016

Oversight Department:  Accounting Services

Next Review Date:  6/1/2018

Procedure for Policy #  FA-PO-1207  

Policy Title:  Food and Beverage Policy

1. BRIEF POLICY DESCRIPTION

The Food and Beverage Policy for Radford University (University) establishes requirements that the University community must follow when purchasing food, beverages, and any related services in the conduct of official University business in order to comply with state policy and to ensure such expenditures will sustain the test of public review.

2. APPLICABILITY

The Food and Beverage Policy applies to all departments, offices, organizations, and persons that intend to provide food, beverages, and any related services at University expense. The policy applies to expenditures from any University funds, including Educational and General (E&G), state and local auxiliary, and sponsored program funds.

3. PROCEDURE

A. Requirements and Limitations

1. Food and beverages may be provided only at functions and events that meet the criteria listed in Section 5.D. of the policy.

2. Alcoholic beverages must not be purchased with University funds. For an event at which alcohol is served, the amount for alcohol must be itemized on a separate bill and other payment arrangements made. The following additional requirements apply to alcoholic beverages at catered events:

   a. Alcoholic beverages may only be served at events deemed appropriate and approved in advance by the Office of the President or designee. If students are attending the event, advance approval must also be obtained from the Vice President for Student Affairs.

   b. Organizations or individuals are not allowed to bring their own alcohol on University property or to University sponsored events, nor can alcohol be removed from the designated consumption area at approved events.

3. The University’s contractor for Dining Services has exclusive rights to provide food and beverages (including alcohol) for University sponsored events on all University property.
To purchase food and beverages from another vendor, a written waiver must be obtained in advance from Dining Services unless one of the following applies:

a. The food and beverage order is $150 or less.

b. The function/event is held more than 30 miles from campus.

c. The function/event is a business function (as defined in Section 5.D.1. of the policy) held onsite at a local restaurant with ten (10) participants or less.

4. The University has a Beverage Pouring Rights contract with Coca Cola Bottling Company Consolidated (CCBCC) that provides exclusive rights to provide beverages for University-sponsored events on all University property. Only Coca Cola products (see Appendix B) may be purchased for University sponsored events or for events occurring on University property.

5. In order to limit expenditures for rental facilities, retreats should be held at properties owned or leased by the University. Retreats held at off-campus locations require advance written approval by the Division Head.

6. **All** food and beverage purchases must be approved in advance by completing and submitting for appropriate approval a Food & Beverage Authorization/Payment Form (FBAP – see Appendix A).

   a. The FBAP must include a detailed description of the business necessity of the function and how it supports the mission of the University for all function and event types. Additionally, for business and internal functions, the description must include the nature or purpose of the business discussions, the training provided, and/or other business purpose of the function.

   b. A listing of the names and organizational affiliations of each person expected to attend the **business and internal functions** must be submitted as supporting documentation. If a listing is impractical to provide, a written explanation to that effect must be submitted. Upon completion of the event or function, the listing must be updated to reflect the actual attendees. A listing of names and organizational affiliations is not required for University-wide, student academic, student activity/club, or student athlete functions unless required for other purposes.

**B. Per Diem Meal Rates**

1. The actual cost per person for food and beverages, including any related service fees or gratuities, may not exceed the specified allowable per diem meal rates for the location of the event as listed on the Accounting Services Travel website.

2. Food and beverage expenditures may be authorized up to 150 percent of the applicable per diem meal rate with sufficient justification in writing, which must be attached to and submitted with the completed FBAP.

3. The applicable per diem meal rates must be determined based upon the following time table:

   a. Breakfast: After 5 am until 11 am

   b. Lunch: After 11 am until 3:30 pm

   c. Dinner: After 3:30 pm until 5 am
4. Refreshment rate - Refreshments, light snacks, or beverage only service must follow the per diem meal rates for Breakfast. However, if such items are combined with a meal during any meal period, the total amount spent for all food and beverages must not exceed the applicable per diem meal rate for that meal period. The “refreshment rate” does not apply to events where heavy hors d’oeuvres and/or finger foods are served in lieu of a traditional meal. In such situations, the applicable per diem meal rate for the particular meal period will apply.

C. Payments to Vendors

Departments must adhere to the following procedures when payment is to be made directly to the Dining Services Contractor and/or other vendors:

1. A Food & Beverage Authorization/Payment Form (FBAP – See Appendix A) must be completed and approved in advance of the event.

2. A purchase requisition (PR) must be entered into eVA prior to the event as detailed in the Radford University Procurement and Contracts Procedures Manual. However, a PR is not required when the purchase involves a point-of-sale transaction using a University Small Purchase Charge Card (SPCC).

3. An electronic copy of the FBAP and any other required documentation (e.g. listing of attendee names and organizational affiliations) must be attached to the PR in eVA. For SPCC purchases, the original approved FBAP must be retained with departmental SPCC records.

4. Original itemized invoices must be sent directly to Accounts Payable by the vendor. Invoices received by departments must be promptly sent to Accounts Payable.

5. Upon completion of the event, receiving data must be entered in eVA as detailed in the Radford University Procurement and Contracts Procedures Manual.

6. Upon completion of the event, adequate supporting documentation (attendee list, itemized receipts, etc.) must be attached to the completed FBAP, regardless of whether the FBAP is to be submitted to Accounts Payable or retained in the department (e.g. for SPCC purchases).

D. Reimbursements to Employees

Departments must adhere to the following procedures when reimbursement is being made to an employee for food and beverage purchases that are not incurred during overnight travel:

1. A Food & Beverage Authorization/Payment Form (FBAP – See Appendix A) must be completed and approved in advance of the event.

2. Original itemized receipts and any other required documentation (e.g. listing of attendee names and organizational affiliations) must be attached to the FBAP.

3. The original FBAP and supporting documentation must be submitted to Accounts Payable for processing.

E. Required Approvals

1. All approvals must be documented in advance of the event on the Food & Beverage Authorization/Payment Form (FBAP – See Appendix A).
2. All expenditures for food and beverages require the approval of the Dean, Director, or Department Head for the fund or organization to which the expenditure will be charged.

3. Additionally, all expenditures for food and beverages require the approval of the applicable administrator identified as an Authorized Travel Designee (see the Accounting Services Travel website).

4. Approval of food and beverage expenditures meeting the criteria of “University-wide Functions”, as described in Section 5.D.3. of the policy, require the approval of the President’s Office or the University Controller.

5. When an Authorized Travel Designee is to be reimbursed for food and beverages provided on behalf of the University, the Authorized Travel Designee’s supervisor must approve the reimbursement request.

4. RESPONSIBILITIES

   See Section 3. of the procedure for applicable responsibilities for departments, employees, and approving authorities.

5. APPENDICES

   Appendix A: Food & Beverage Authorization/Payment Form (FBAP)
   Appendix B: Coca Cola Product Listing

APPROVED BY: ___________________________ SIGNED ___________________________ DATE: 6/9/2016

Signature

NAME: Richard S. Alvarez

TITLE: CFO & Vice President for Finance and Administration