

# SAP 21.01.12.T0.01, Purchase of Food and Refreshments



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## Procedure Statement

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This standard administrative procedure (SAP) establishes guidelines, per System Policy 21.01.12, *Purchase of Food and Refreshments*, and authority for the purchase of food and refreshments for Tarleton State University (Tarleton).

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## Reason for Procedure

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Expenditure of funds for the purchase of food and/or refreshments under the provisions of the guidelines set forth in this SAP assists Tarleton employees in carrying out their educational and business function, serves to promote education in the state of Texas and provides an important public purpose.

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## Procedures and Responsibilities

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### 1. PURCHASE GUIDELINES

Food and/or refreshments may be purchased in accordance with the provisions of the following guidelines:

- 1.1 Expenditures of funds for food and/or refreshments must comply with one or more of the following direct purposes:
  - 1.1.1 The recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to Tarleton, The Texas A&M University System (system) or state of Texas;
  - 1.1.2 The promotion of the communication of intellectual ideas among students, faculty, staff, administrators, and/or representatives of the public;
  - 1.1.3 The support of student events and activities which are sponsored by Tarleton;

- 1.1.4 The recruitment of highly qualified students, faculty and staff;
- 1.1.5 The promotion of the exchange of ideas with community leaders regarding the role of Tarleton in the community;
- 1.1.6 The assistance of system Board of Regents (Board), accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of a system member;
- 1.1.7 The support of a program of continuing education sponsored by Tarleton;
- 1.1.8 The conduct of staff conferences and receptions or other events designed to recognize and honor employees; or
- 1.1.9 The conduct of university business by faculty and staff designed and required to support activities of the university.

## 2. FUND CATEGORIES

- 2.1 The following categories of funds may be used for the purchase of food and/or refreshments in accordance with the provisions of the above established guidelines:
  - 2.1.1. Balances in accounts funded from student fees, bookstore allocations and concessions may be used to purchase food and/or refreshments to the extent that such funds have been budgeted therefore.
  - 2.1.2. Donated unrestricted funds and funds received as registration fees for continuing education conferences and short courses may be used for the purchase of food and/or refreshments where provisions, therefore, have been included in the registration fee.
  - 2.1.3. Funds raised and/or earned by student organizations may be used for the purchase of food and/or refreshments.
  - 2.1.4. Other locally generated income not otherwise restricted may be used for the purchase of food and/or refreshments.
  - 2.1.5. In limited situations, state funds can be used for the purchase of food. State funds cannot be used for the purchase of food, coffee or related items for consumption by employees or departmental visitors. State funds can, however, be used to pay for food purchases related to research or teaching in a class or lab setting. The purpose must be clearly documented. In this standard administrative procedure, “state funds” has the meaning assigned in *Guidelines for Disbursement of Funds*, Appendix I.

### 3. OVERSIGHT AND APPROVAL

3.1 Oversight of the expenditures for food and refreshments are as follows:

3.1.1. Expenditures over \$500.00 requires approval at the vice president level;

3.1.2. Expenditures under \$500.00 requires approval at the account holder level;

3.1.3. Approval of your own expenses is prohibited. Approval will then be required at the next administrative level.

### 4. EXCLUSIONS

4.1 The following exclusions apply to these requirements:

- Purchase of food for use in academic laboratories;
- Purchase of food for resale;
- Purchase of food for consumption by animals;
- Meals associated with official employee/prospective employee travel reimbursed under the Tarleton travel guidelines;
- Allowances for food for athletes, athletic recruits, and food purchases associated with game expenses paid by the Tarleton Athletic Department;
- Student travel on educational field trips when the student pays for the travel;
- Purchase of food from agency funds.

### 5. ALCOHOLIC BEVERAGES

5.1 Alcoholic beverages may be served at appropriate planned events and functions in approved locations on campus in accordance with established university rules.

5.2 Reimbursement for any alcohol purchase requires approval by the President, or designee.

5.3 All reimbursement requests must contain a detailed receipt or invoice. The receipt or invoice must clearly and accurately reflect actual purchases of alcoholic beverages.

5.4 Fiscal officers and others who approve vouchers for payment must do so only if the purchase has been properly documented.

## 6. ADDITIONAL GUIDELINES

- 6.1 Tips will be reimbursed at a rate of 20% of the total bill.
- 6.2 All requirements previously stated apply to purchases made with a university issued procurement card.

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### **Related Statutes, Policies, or Requirements**

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[Tex. Government Code Chapter 2113, Subchapters A-C](#)

[Tex. Educ. Code § 85.22](#)

[State of Texas Purchase Policies and Procedures Guide](#)

[Guidelines for Disbursement of Funds](#)

[System Policy 34.03, Alcoholic Beverages](#)

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

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### **Contact Office**

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