



**UNIVERSITY OF
WEST GEORGIA**

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Approved
Effective N/A
Next Review N/A

Area Finance
(Procedures)
Responsible Administration
Party and Finance

Food Purchases

Authority for Procedure granted by [UWG PL #3001, Purchasing](#).

Background

The University of West Georgia (UWG) complies with the Board of Regents (BOR) Office of Fiscal Affairs [Business Procedure Manual \(BPM\)](#). The following excerpts from [BPM 19.07](#) and [19.08](#) serve as a quick reference for faculty and staff regarding the purchase of food for students (BPM 19.08.01), volunteers (BPM 19.08.02), and employees (BPM 19.08.03). Faculty and Staff are expected to be familiar with the full details and requirements outlined in [BPM 19.07](#) and BPM 19.08 before authorizing any expenditure.

A. Food Purchases with Institutional Funds

UWG acknowledges that food purchases for events and meetings may occur occasionally. The rules governing these purchases may vary depending on the individuals role or capacity at the event.

Generally, the funding source for the expense should align with the program being supported and its participants. Per diem limits identified in BPM [04.03 Per Diem Allowance for Meals](#) apply to all food purchased for these categories.

For a quick guidance on compliance, see BPR, [19.08 Purchase of Food Using Institutional Funds](#) which details allowable funding sources for food purchases.

Restrictions

1. Alcohol purchases are prohibited regardless of funded source. (Per [UWG PL #7006 Associated Procedure:Alcohol Possession and Use](#), alcoholic beverages must only be funded from non-state sources.)
2. Food purchased exclusively for volunteer appreciation or recognition events (to include students, volunteers, and employees whose participation is required) is prohibited regardless of funding source.
3. Food purchases using a PCard are prohibited unless explicitly permitted section [03.03.01.02](#) of the BPM.

4. Amounts exceeding the per diem limit will not be reimbursed (any amount over per diem may be funded by non-state funds)

Procedure

Prior approval must be obtained before incurring any food related expenses. This approval is documented by the departmental approvers signature on the [Food Purchase with Institutional Funds Form](#). UWG is responsible for food safety on campus; thus, all food requests and approvals must go through authorized dining and catering services (Submit the [Dine West First Right of Refusal Form](#)). Dining services has the first right of refusal before any food is purchased from an external vendor.

If food is purchased through UWG Catering:

1. Submission of the completed Food Purchase with Institutional Funds Form to catering@westga.edu after placing the order is required for processing. Once the invoice is finalized, Accounting will record the expense using the provided Chartstring.
2. If catering is used, include the catering invoice number when submitting the documentation to accting-list@westga.edu.
3. See Documentation Requirements" below

If food is purchased outside of UWG:

1. Faculty/staff/student must submit an approved [Check Request Form](#) to the Accounts Payable Dept. (email aping@westga.edu) for payment processing
2. All required supporting documentation must be included.
3. Right of first refusal approval from Dining Services should also be included.
4. If outside food vendor requires a contract (i.e. food trucks), Contract portal review and approval is required. For more information and pertinent forms, visit the [Contract Management website](#).

Depending on the type of reimbursement or direct payment requested, it may be necessary to work in conjunction with Accounting and Campus Services for approval.

B. Employee Group Meals

UWG recognizes that in rare circumstances, employees may be required to remain onsite during mealtime where meals are authorized solely as a convenience to the university. Such circumstances include emergency situations such as natural disasters or significant public safety events, but may also include intra-departmental meetings or training sessions, where the meeting or training session continues during the meal and the employees are not permitted to leave the premises. The following criteria must be met for the purchase of employee meals:

1. Group meals should be held only to facilitate the effective and efficient operations of the departments involved.
2. Group meals should only be provided when the meeting lasts at least four (4) hours.
3. For non-emergency situations, group meal purchases should be approved in advance by the

head of the organization or their designee.

Restrictions

1. Purchase of alcohol is prohibited regardless of state funded source.
2. Food Purchases via PCard are prohibited except when specifically addressed elsewhere in the BPM..
3. Authorized group meal expenditures are limited to the purchase of meals only and do not include snacks.
4. Meal expenses must adhere to the per diem limits established in [BPM Section 04.03, Reimbursement of Per Diem Allowance for Meals](#) .
5. Group meals during a “lunch meeting,” in which the meal and the meeting are one and the same, are ineligible for payment.
6. Group meals provided at the start and/or end of a meeting are ineligible for payment.

C. Meals Involving Multiple Institutions

The efficient and effective operation of USG institutions may occasionally require meetings involving various groups of university officials—such as presidents, executive officers, or employees representing functional areas including student activities, academic affairs, business affairs, and others. These meetings must serve a legitimate **official business purpose** directly related to the mission and operations of the participating institutions.

Such events/meetings may be supported by **registration fees** collected from participants. Per [BPM 14.05.01, Funds Held for Individuals, Groups and Organizations](#) funds collected by the sponsoring institution should be deposited into and expended from a designated custodial **account** created specifically for this purpose.

The following standards apply to determine the allowability of purchases under this procedure:

1. Group meals held **after** the official completion of a conference or event are **not eligible** for payment under this procedure.
2. **Reasonable expenses** may be incurred for refreshment breaks during the event.
3. Institutions must make every effort to **negotiate reasonable meal costs** to ensure responsible use of funds.

Restrictions for Meals involving Multiple Institutions

1. Alcohol purchases are prohibited regardless of funding source.
2. Food Purchases with a PCard are prohibited unless explicitly permitted in other sections of BPM [03.03.01.02, Allowable Purchases](#) .
3. Meals held at the official conclusion of an event are prohibited.

Food purchase requirements

1. **Prior approval required:** all food purchases must receive prior approval prior to incurring the expense.
2. **Payment process:** Faculty/staff/student must submit a completed and approved Check Request and additional documentation as required to the Office of Controller for payment.
3. **Account Code;** All meals are to be charged to account 727700.

D. Documentation Requirements

To ensure proper accountability and compliance, the following documentation must be submitted for all events or meetings involving institutional resources:

1. **Statement of Purpose:**
A brief description explaining the business purpose of the meeting or event.
2. **Justification of Resource Use:**
Documentation demonstrating the effective and efficient use of institutional funds.
3. **Evidence of Official Status:**
A formal agenda or other materials (e.g., flyer, email invitation, or program) that verify the event was official in nature.
4. **Attendance Record:**
A list of attendees and their affiliations. For groups exceeding 10 individuals, provide an estimated headcount and a description of the group (e.g., "approx. 25 student leaders from Student Government Association").

E. Food Purchases with Foundation Funds

Foundation funds may be utilized to purchase food for an institutional event that does not qualify with state-funded sources. For specific guidelines visit the [Foundation Funds Use Policy](#) section of the [UWG Foundation](#) webpage.

Forms

[Food Purchase with Institutional Funds Form](#)

[Check Request Form](#)

[Dine West First Right of Refusal](#)

Approval Signatures

Step Description	Approver	Date
	Teresa D'Emilio	08/2021