



**UNIVERSITY OF
WEST GEORGIA**

Last N/A
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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 ~~information has been excerpted~~ excerpts from ~~BPM 19.07 and 19.08 and is intended to provide~~ BPM 19.07 and 19.08 serve as a quick reference for faculty and staff ~~to assist with the purchases 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 ~~responsible for knowing the information~~ expected to be familiar with the full details and requirements ~~contained within~~ outlined in BPM 19.07 and BPM 19.08 ~~prior to expending funds before authorizing any expenditure~~.

A. Food Purchases with Institutional Funds

UWG ~~recognizes~~ acknowledges that ~~the occasional purchase of~~ food purchases for events and meetings ~~will~~ may occur occasionally. ~~An individual~~ The rules governing these purchases may ~~be subject to different rules~~ vary depending ~~upon the~~ on the individual's role or capacity ~~in which the individual participates in an~~ at the event. ~~The~~ Generally, the funding source for the expense should ~~generally be matched to the~~ align with the program being supported ~~program and and its~~ participants. Per diem limits identified in BPM 04.03 Per Diem Allowance for Meals apply to all food purchased for these categories of individuals and events.

For a quick ~~reference guide~~ guidance on compliance, see ~~BOR Business Procedures Manual~~ BPR, 19.08 Purchase of Food Using Institutional Funds ~~Appendix A Food Purchases Quick Reference Guide that outlines~~ which deatils allowable funding sources ~~that may be used when making for~~ food purchases.

Restrictions

~~Purchase of alcohol is not allowed regardless of state funded source. (Per UWG PL #7006 Associated Procedure: Permissible Use of Alcohol, funding for alcoholic beverages must only be from non-state funded sources.)~~

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 ~~solely in connection with~~exclusively for volunteer appreciation or recognition events (to include students, volunteers, and employees whose participation is required) ~~are not allowed~~is prohibited regardless of ~~fund~~funding source.
3. ~~Purchase of food with a PCard is not allowed except when specifically addressed in other sections of the BPM.~~Food purchases using a PCard are prohibited unless explicitly permitted section 03.03.01.02 of the BPM.
4. Amounts ~~that exceed~~exceeding the per diem ~~are~~limit will not ~~be~~ reimbursed (~~Remaining balance~~any amount over per diem may be funded by ~~other~~ non-state ~~sources~~funds)

Procedure

1. ~~Obtain prior approval (via departmental approver signature on Food Purchase with Institutional Funds Form for the purchase of food prior to incurring the expense. UWG is responsible for food safety on campus; thus, all requests and/or approvals must go through authorized dining and catering services.~~
2. ~~Faculty/staff/student will submit an approved Check Request Form to the Accounts Payable Dept. (and any additional documentation identified and requested within the form) as required for payment.~~

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.

Unique Documentation requirements

~~The Food Purchase with Institutional Funds Form~~ is required with the following descriptive information:

1. Purpose of the meeting/event
2. Formal written agenda (documentation that substantiates the event was an official event, i.e., flyer, agenda, email, or other substantiating documentation).
3. List of attendees & affiliation (for groups more than 10, indicate the approximate number of attendees and identify the group)
4. Certification of containment of cost within per diem amounts

B. Employee Group Meals

UWG recognizes that ~~under certain infrequent~~ in rare circumstances, employees may be required to remain ~~at the work site~~ 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 ~~of the meeting site~~. 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. ~~Purchase of group meals should be approved by the head of the organization or their designee prior to the date of the event for non-emergency situations.~~ 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 ~~not allowed~~ prohibited regardless of state funded source.
2. Food Purchases via PCard are ~~not allowed~~ prohibited except when specifically addressed in ~~other BPMs~~ elsewhere in the BPM.
3. Authorized group meal expenditures are limited to the purchase of meals only and do not include snacks.
4. ~~Meal limits (per diem amounts) outlined in BPM Section 4.3, Reimbursement of Meal Expenses, must be followed.~~ 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 ~~for~~ during a "lunch meeting," in which the meal and the meeting are one and the same, are ~~prohibited~~ ineligible for payment.
6. Group meals ~~held~~ provided at the start and/or ~~finish~~ end of a meeting are ~~not eligible~~ ineligible

for payment.

C. Meals Involving Multiple Institutions

~~Efficient~~ The efficient and effective ~~administration~~ operation of USG institutions may occasionally require ~~instances when~~ meetings involving various groups of university officials, ~~—such as presidents, executive officers, or employees representing functional areas~~ such as including student activities, academic affairs, business affairs, ~~etc and others.~~ , may be required to meet These meetings must serve a legitimate official business purpose directly related to the mission and operations of the participating institutions. ~~The purpose of these meetings must support the official business purpose of the institutions represented.~~

~~These events/meetings may be supported through the use of registration fees charged to participants. Funds collected by the sponsoring institution are normally collected in and expended from an agency account created for that purpose as specified in BPM 14.05.01. The following standards shall be applied when deciding whether purchases are valid under this policy:~~

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~~ after the official completion of a conference or event are ~~not eligible~~ not eligible for payment under this ~~policy~~ procedure.
2. ~~Reasonable purchases~~ Reasonable expenses may be ~~made~~ incurred for refreshment breaks during the event.
3. ~~Every~~ Institutions must make every effort ~~should be made to negotiate reasonable meal costs~~ to negotiate reasonable meal costs to ensure responsible use of funds.

Restrictions for Meals involving Multiple Institutions

1. Alcohol ~~Purchases~~ purchases are ~~not allowed~~ prohibited regardless of ~~state funded~~ funding source.
2. Food Purchases with a PCard are ~~not allowed except when specifically addressed~~ prohibited unless explicitly permitted in other sections of ~~the~~ BPM 03.03.01.02, Allowable Purchases.
3. Meals held at the official conclusion of an event are ~~not allowable~~ prohibited.

Procedure

Food purchase requirements

1. Obtain Prior approval required: all food purchases must receive prior approval ~~for the purchase of food~~ prior to incurring the expense.

2. **Payment process:** Faculty/staff/student ~~will~~must submit ~~a~~a completed and approved Check Request and additional documentation as required to the Office of Controller for payment.
3. **Meals**Account Code: All meals are to be charged to account 727700.

~~**Note:** The descriptive information requested on the Food Purchase with Institutional Funds form is required to document any food purchase. Completion of the form not required if the requested information is presented within the request.~~

Unique Documentation Requirements

1. ~~Purpose of the meeting/event~~
2. ~~Documentation supporting the effective and efficient use of institutional resources.~~
3. ~~Formal written agenda (documentation that substantiates the event was an official event, i.e., flyer, agenda, email, or other substantiating documentation).~~
4. ~~List of attendees & affiliation (for groups of more than 10, indicate the approximate number of attendees and identify the group)~~

Food Purchases with Foundation Funds

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

~~As in the past,~~ 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