



MEMORANDUM

TO: University Departments

FROM: Robert A. Weygand, Vice President for Administration

DATE: December 13, 2004

SUBJECT: Food and Beverage Policy

A handwritten signature in blue ink, appearing to read "R. Weygand", written over the "FROM:" line of the memorandum.

The State of Rhode Island's Office of Accounts and Control has a published policy, #A-36, that describes appropriate "Payments for Coffee Breaks, Luncheons, Dinner, Etc." applicable to all state employees and general officers. You can view this policy on the State Controller's webpage at <http://controller.admin.ri.gov/> under Policies and Procedures. While the policy is written for use by all State agencies, we believe that it would be helpful to alert University departments of how it applies specifically to URI.

In accordance with policy A-36, the expenditure of State funds (which includes the use of the Administrative Ram Card) for the purchase of food and beverages for consumption by State employees is limited. Please refer to the chart on the back of this memo for examples of allowable and non-allowable payments and reimbursements. This interpretation applies specifically to State appropriation dollars designated as Fund 100. Expenditure policies for Grants (Fund 500) must be in accordance with the restrictions set by the grantor. Questions about A36 applicability to individual grants should be directed to Tom Pitassi or Eileen Tobin in the Office of Grants and Contracts. All other funds can be utilized for food and non-alcoholic beverage purchases for University business. URI Foundation accounts (Fund 401) have no restrictions.

All payment requests must include detailed receipts (summary credit card receipt will not be accepted). You are required to list the names of people attending, their titles and/or organization, and must include a description of the meeting purpose or agenda, the location and the start and end time.

Please note that this is not a new policy but rather a clarification of the existing State policy. Any requisitions or purchases made prior to this notification should be reviewed to be certain that they are in compliance with A-36 and this memorandum in order for payments to be processed. It is also worth emphasizing section 4 of the State's policy: "In consideration of these guidelines and policies, one's interpretation should be on a strict, rather than loose, construction basis; and obviously, the objective should not be to rationalize ways and means for circumvention."

Please make yourselves familiar with these procedures as no payments or reimbursements will be processed if not in accordance with State and University policy. I encourage you to contact the University Controller's office at 874-2378 if you have specific questions *prior to* committing department funds for food services.

/lc



UNIVERSITY OF
Rhode Island

GUIDELINES FOR PURCHASE OF FOOD AND BEVERAGES

The following is a non-inclusive list of examples of when State funds can and cannot be used to pay for food and beverages (F&B), which includes coffee breaks, snacks, breakfasts, lunches, or dinners. These guidelines and policies will apply for all URI employees:

Non-allowable		A-36 Section
(a)	Alcoholic beverages	3
(b)	F&B at meetings for faculty/staff to discuss normal day to day department business, special projects and other job-related topics	2.1
(c)	F&B for employees participating in personal improvement education, training programs on university time or with in-service training credits	2.2
(d)	F&B at Faculty/Staff celebrations, retirements, holiday parties, etc.	2.3

Allowable		A-36 Section
(a)	F&B at Events with guest speakers or guest lecturers	1.1
(b)	F&B at Planning Meetings with volunteers, student mentors and other non-employees	1.2
(c)	Snacks/beverages at on-site gatherings attended by employees from other agencies	1.6
(d)	F&B at off-site, all day meetings, retreats, workshops, seminars, conferences, etc. (e.g., WA Jones or other locations)	1.5
(e)	Snacks/beverages at programs where service pins or awards are presented	1.3
(f)	Snacks/beverages at introduction meeting to staff of a new Commissioner of Higher Education, University President, Vice President, Dean, etc.	1.3
(g)	Snacks/beverages at recruitment of employees to support state sponsored non-profit community service program, e.g., SECA	1.4
(h)	Snacks/beverages at the dedication of a building, statue, portrait, or land for public use or similar event where public is invited to attend	1.10
(i)	Snacks/beverages at a ground breaking ceremony related to a construction project where public is invited to attend	1.11
(j)	F&B for employees who are invited to attend annual meeting or award luncheon/dinner with a non-profit or community organization	1.13
(k)	F&B at Graduation ceremonies on the official day of graduation	n/a
(l)	F&B at meetings and events with special visitors who are not State of RI employees	n/a
(m)	F&B when entertaining donors and potential donors	n/a
(n)	F&B on Welcome Day and other events sponsored for prospective students, parents, etc.	n/a
(o)	F&B for job candidates being interviewed	n/a