



## URI 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.

<b>Non-allowable</b>		<b>A-36 Section</b>
(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

  

<b>Allowable</b>		<b>A-36 Section</b>
(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 meetings 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 programs, e.g., SECA	1.4
(h)	Snacks/beverages at the dedication of a building, statue, portrait, or land for public use or similar events 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