

## University of Rhode Island

### GUIDELINES FOR PURCHASE OF FOOD AND BEVERAGES

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The State of Rhode Island's Office of Accounts and Control policy, #A-36, 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](#) under Policies and Procedures. While the policy is written for use by all State agencies, we believe it would be helpful to remind University departments of how it applies specifically to URI.

In accordance with policy A-36, the spending of State funds (which includes the use of URI Administrative Ram Card) for the purchase of food and beverages for consumption by State employees is limited. Please refer to the A-36 Guidelines for Purchase of Food & Beverages chart for examples of allowable and non-allowable payments and reimbursements.

All payment requests must include:

- detailed/itemized receipts (non-itemized credit card slip is not sufficient)
- a list of the names of people attending, their titles and/or organization
- a description of the meeting/event and purpose or agenda
- location of the meeting/event
- reference to A-36 Allowable section

Please note that this is not a new policy but rather a clarification of the existing State policy. 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."

Make yourself familiar with these procedures, as no payments or reimbursements will be processed if not in accordance with State and University policy.

Please contact the Controller's office at 401.874.2378 if you have specific questions *prior to* committing department funds for food services.

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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>
Alcoholic beverages	3
F&B at meetings for faculty/staff to discuss normal day to day department business, special projects and other job-related topics	2.1
F&B for employees participating in personal improvement education, training programs on university time or with in-service training credits	2.2
F&B at Faculty/Staff celebrations, retirements, holiday parties, etc.	2.3
<b>Allowable</b>	<b>A-36 Section</b>
F&B at Events with guest speakers or guest lecturers who are not employed by State	1.1
F&B at Planning Meetings with volunteers, student mentors and other non-employees	1.2
Snacks/beverages at on-site workshops, seminars, conferences or symposia attended by employees from other agencies	1.6
F&B at all-day meetings, retreats, workshops, seminars, conferences, etc., which are held at a location where the employees do not perform their normal day-to-day duties (attach agenda with location)	1.5
Snacks/beverages at programs <ul style="list-style-type: none"> <li>• where service pins or awards are presented</li> <li>• at introduction meeting to staff of a new Commissioner of Postsecondary Education, University President, Vice President, Dean, etc.</li> </ul>	1.3
Snacks/beverages at recruitment of employees to support state sponsored non-profit community service program, e.g., SECA	1.4
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
Snacks/beverages at a ground breaking ceremony related to a construction project where public is invited to attend	1.11
F&B for employees who are invited to attend annual meeting or award luncheon/dinner with a non-profit or community organization	1.13
F&B at Graduation ceremonies on the official day of graduation	URI 1
F&B at meetings and events with special visitors who are not State of RI employees	URI 2
F&B when entertaining donors and potential donors	URI 3
F&B on Welcome Day and other events sponsored for prospective students, parents, etc.	URI 4
F&B for job candidates being interviewed - refer to URI Human Resources Office	URI 5