

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

4.15030 DP

PURCHASE OF FOOD AND MEALS

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This procedure addresses Metropolitan Community College (the college) officers, administrators, faculty, staff, students, guests, volunteers and others engaging in official meals that utilize college funds. This procedure does not apply to reimbursement for meals as a result of travel outside the Kansas City metropolitan area. This procedure is not intended to be a substitute for sound and prudent business judgment or necessary management oversight. Any meals paid for from college operating funds are for the convenience of the college and in furtherance of its mission.

I. Definitions

- A. Food-includes meals, beverages, and snacks.
- B. Students-includes all students enrolled to take classes and prospective students.
- C. Employees-includes full-time, part-time, temporary, and student workers.
- D. Official Business-includes activities that promote the effective and efficient conduct of college business meetings, training sessions, college-sponsored events, student activities, and similar activities conducted as part of college business operations.
- E. Group Meals-means meals shared by two (2) or more persons.

II. Food Purchases

- A. College operational funds may be used to purchase food for students as follows:
 - 1. sanctioned student events sponsored by a recognized student group and other campus events open to the general student body;
 - 2. student recruiting events designed to encourage students to attend the college;
 - 3. student activities initiated by the college; and
 - 4. volunteer events where students participate as volunteers.
- B. College operational funds may be used to purchase food for guests and volunteers who provide benefit to the college without receiving compensation as follows:
 - 1. advisory boards;

2. mentors;
 3. college and Foundation board members; and
 4. other similar activities that promote and benefit the college.
- C. College operational funds may be used to purchase food for employees while engaged in activities that benefit the college. Group meals are purchased solely for the convenience and benefit of college operations at such times when the employee is required to work during a normal meal period due to the time constraints of the meeting activity. These business meals are infrequent and occur only when it is necessary to continue the conduct of business rather than break for the normal meal. Meetings requiring group meals should not be the normal course of business and require prior unit officer approval.
- D. College units hosting or coordinating a conference or workshop may purchase food for meals and breaks.
- E. The use of college funds is prohibited where the meeting and meal (i.e., a “working lunch”) are one and the same and involve only college employees merely for the convenience of the employees, even if college business is discussed during the meal.
- F. College operating funds may not be used for the purchase of alcoholic beverages.

III. Documentation

- A. All payments for food purchases must include the following:
1. an original itemized receipt or invoice from the vendor; and
 2. flyer, email, agenda, or other documentation substantiating that the event was an official business event;
- B. Food purchased at a restaurant or on a per person basis should include a list of participants requesting reimbursement for the same meal and the official purpose of the meeting indicating the benefit to the college.

Related Policy: Travel

Approved: Chancellor
January 18, 2012