

Sam Houston State University
A Member of the Texas State University System

Finance & Operations Policy FO -19
Purchase of Food , Flowers , Promotional Items and Gifts

Food Purchases

University departments may not use state funds to purchase food, with the exception of the Law Enforcement Management Institute of Texas and the Corrections Management Institute of Texas. All food, beverage, and refreshment purchases require the approval of the Financial Manager and shall be funded only out of auxiliary, designated, restricted, or gift funds.

Ref: Rules and Regulations of The Texas State University System, Chapter III Section 6.8.

Approved food purchases must be completed utilizing one of the following procedures:

1. P-Card Purchase – If the department wishes to pay the restaurant or other vendor directly to purchase food, beverages, or refreshments that will be consumed by faculty, staff, students, or others, they must submit Form FO-19, to the Financial Manager for review and approval. Complete form FO-19 in BearKatBuy.
2. Purchase Requisition/Purchase Order – If the vendor does not accept P-Card purchases and the department wishes to pay the restaurant or other vendor directly to purchase food, beverage, or refreshments that will be consumed by faculty, staff, students, or others, the
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Ref: Rules and Regulations of The Texas State University System, Chapter VII Section 4.1.

Reimbursement – The department head may authorize an employee to bear the expense for meals for visitor(s)/drinks for visitor(s) and then be reimbursed, no Purchase Requisition is required. The employee should complete a Direct Pay Form in BearKatBuy for reimbursement of expense incurred. The Direct Pay Form must also be approved by the Financial Manager and must include the following information:

- a. The names of all persons who were entertained or served.
- b. The name of the restaurant or other vendor.
- c. The receipt from the restaurant or vendor.
- d. The date the expense was incurred.
- e. The business purpose that required the expenditure.
- f. If the reimbursement is requested by the individual with signature authority, the next higher level of authorized personnel must approve.
- g. Payment must be made from local funds only (auxiliary, designated, restricted, or gift).

Complete the FO-19 Form in BearKatBuy and attach to the Direct Pay payment request.

Please refer to The Texas State University System Rules and Regulations (dated August 13, 2020) Chapter III Section 6.8 thru 6.824 for additional guidance.

Reviewed by: Renee' Starnes, Executive Director of Procurement (ev)-(K)2.3 31.11 (e D)-15 (i)3.2 (r)-6.9.13.2 (P)t> S1