

# POLICY

Effective Date: 11/15/83

Revised: 4-29-15 (ASB-15-S-09)

Approved By: AS Board of Directors

Replaces: Hospitality Policy Revised 11/18/09 (ASB-09-F-61)

## **POL-AS-FIN-01**

## **PURCHASING FOOD AND BEVERAGES**

*This policy applies to all purchases of food, beverages, and related hospitality production costs made with Associated Student Funds or Earned Funds in relation to events and activities.*

### **Definitions:**

AS Clubs - Student Organizations officially recognized by AS Activities Council.

AS Funds - Funds allocated and/or used by Associated Students (AS) Organizations (e.g. Service & Activities Fee money or revenue).

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

Closed Hospitality Activity - An activity not publicized to the general campus community and/or admission limited to the listed organization's membership and guests (e.g. year-end recognition events).

Contracted Hospitality Activity - An activity involving a personal services contract to provide food and/or beverages (e.g. personal services contract for performers).

Earned Funds - AS Club funds that have not been allocated from the Services and Activities Fees or funds collected by AS Organizations for registration fees (e.g. Western Outdoor Orientation Trips, CDC Food Program, etc.)

Expenditure Request or ER - Online form to receive approval for purchases.  
[https://esign.wvu.edu/admcs/process/forms/AS/AS\\_Expenditure7.aspx](https://esign.wvu.edu/admcs/process/forms/AS/AS_Expenditure7.aspx)

Hospitality - food, beverage, and related production costs.

Light Refreshment - An edible item that may be served between meals (e.g. pastries, fruit, or cheese.)

Meal - Includes breakfast, lunch, and/or dinner.

Petty Cash: Purchases of \$25 and under may be reimbursed in cash using the Petty Cash Voucher.

### **1. Approval Required Before Purchase**

Prior approval from the AS Business Office is required before purchasing food or beverage.

Exception: \$25 and under Petty Cash purchases should be approved by the Budget Authority.



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### 2. **Hospitality Efforts Must Be Reasonable**

Hospitality efforts must be reasonable in scope. Requirements may vary based upon the needs of the activity and/or origin of funds (i.e. allocated or earned funds).

### 3. **Cost of Meals Must Not Exceed defined Per Diem Rates**

Rates for meals will be calculated using the current state defined per diem rate on a per meal basis for the destination. The total cost shall not exceed the allowed per diem amount (i.e. per diem rate x number of meals x number of people in attendance). The rate includes all incidentals, taxes and/or gratuities. Gratuities must not exceed 15%.

Exception: gratuities calculated automatically by the restaurant may exceed 15%.

### 4. **Purchasing Alcoholic Beverages with AS or Earned Funds Prohibited**

### 5. **Use of Single-Use Water Bottles Prohibited**

Exception: Pertinent directors or professional staff can authorize exceptions when safety and necessity require use of single-use water bottles.

### 6. **Beverages may be provided by AS Organizations for Office Hospitality to the Public**

AS organizations may purchase limited beverages such as coffee and tea for general office hospitality for the public (staff should provide their own refreshments for personal use.)

### 7. **All Activities Using AS Funds Must Be Open to Campus Community**

*Exceptions:* AS Organizations may utilize AS Funds for a Closed Hospitality Activity when it falls within the scope of the program and is approved by the Business Office. Examples include, but are not limited to:

- a) AS Organizations requesting hospitality on an irregular basis not to exceed one (1) time per quarter for staff meetings or team building enhancement. Personal celebrations (e.g. birthdays) are not authorized under this section.
- b) AS Organizations requesting hospitality for staff/volunteers attending retreats, training, or workshops. Before purchase an agenda and list of attendees must be attached to the Expenditure Request and approved by the appropriate staff advisor before being forwarded to the AS Business Office for final approval. Purchases for on-campus activities are limited to light refreshment and meals missed due to attendance.
- c) AS Organizations requesting hospitality for volunteers, if the volunteers are providing contributions to the success of an event. In the case of volunteer speakers, follow the guidelines in 9b and seek advisor authorization.
- d) Committees or Councils requesting hospitality, on a limited basis, when meals are missed as a result of meeting attendance.
- e) Personnel Office AS wide Employee Recognition Events.



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### 8. **Earned Funds May Be Used for Closed Hospitality Activities**

- a) Earned Funds may be used by AS Clubs for Open Hospitality (e.g. pizza at club meetings, refreshments at a club event, etc.) or Closed Hospitality Activities (e.g. Executive Retreats, End of the Quarter Celebrations, etc.)
- b) Earned Funds gained by AS Organizations charging registration funds may be used for closed hospitality, but must follow all other sections of this policy.

### 9. **Contracted Hospitality Has Different Requirements and Allowances**

- a) Closed Hospitality Activities (e.g. backstage dinners) must be listed within the personal services contract. The contract must contain a dollar or not to exceed amount allocated to hospitality purposes. The AS sponsor will purchase and provide the food. These rates should not exceed the per diem rate (as stated in section 3) unless required by the contractor.
- b) AS Organizations or AS Clubs sponsoring speakers and/or other individuals that require meals at restaurants are authorized to budget funds for two (2) students per one guest. For multiple guests, one (1) student per guest with a maximum of four (4) students are authorized.
- c) Meal buyouts (i.e. a cash amount is paid directly to the contractor) are allowed.

### 10. **Exceptions May Be Made**

In accordance with established Associated Students principles and procedures, specific exceptions to the above listed policies may be granted by the AS Business Director in consultation with the AS Business Committee.

