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|  Missouri Department of Natural Resources Administrative Policies and Procedures | | |
| Chapter 7 Financial Management/Purchasing Purchasing Policy | | |
| Agency Provided Food Procedures | Effective date | Revised |
| Number: 7.06-03 for DNR, SP 5 for OA Statewide Policies | January 2002 | |

This is a statewide policy from the Office of Administration

I. GENERAL STATEMENT

It is the policy of the state of Missouri to allow state agencies to provide food in conjunction with official business and agency sponsored activities within parameters outlined below.

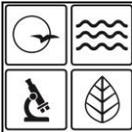
Within the context of this policy, “official business” includes meetings (whether closed or public), commission and board meetings, hearings, seminars, training sessions and similar functions when conducted as part of an agency’s operation.

“Other agency sponsored activities” includes ceremonies recognizing awards, accomplishments, tenure, retirement, etc. of an employee or employees, business partners and other associates.

Recognizing that the nature of business varies substantially from agency to agency, some discretion is left to the state agencies to decide if and when food is to be provided at such functions. This policy is not intended as a substitute for sound and prudent business judgement. State agencies are to be accountable for their decisions to provide food at official or sponsored functions within the limits of this policy. State agencies are expected to establish sufficient controls to ensure agency provided food expenses are incurred only when appropriate and in conformance with this policy. Effective cost control is a management issue and this statewide policy does not take the place of necessary management oversight.

This policy is not intended to establish guidelines under which state agencies are required or should be expected to provide food, refreshment or beverage service for any of its activities or functions. This policy is not intended to supercede more restrictive policies adopted by state agencies.

This policy does not consider and is not intended to be applied to or otherwise restrict marketing programs, activities or functions of state agencies whose missions include the promotion of the state of Missouri, Missouri businesses or Missouri agricultural products.



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REFERENCES

- 1 CSR 10-3.010 (Preapproval of Claims and Accounts)
- 1 CSR 10-11.010 (Travel Regulations)

II. GUIDELINES AND PROCEDURES

A. Food at Official Business Functions

1. State agencies may purchase food in conjunction with its official business functions when it is determined that providing food or beverage service will promote the efficient conduct of business.
2. During breaks, light snacks and beverages may be provided. Costs for snacks and beverages should be at a nominal charge per person.
3. Lunch or dinner may be provided if there is a substantial business reason for doing so. Any meal provided must comply with the IRS guideline of being for the convenience of the employer.
4. Meals and refreshments may be provided during Commission and Board meetings for members, meeting participants and staff directly assigned to those Commissions and Boards.

B. Food at Other Agency Sponsored Activities

1. State agencies may purchase light refreshments in conjunction with activities that recognize the retirement or special accomplishments of its employees, business partners or other associates.
2. Light refreshments (such as cake and punch) may be provided for employee retirement receptions or other employee recognition events. Costs for such events should be at a nominal charge per person.
3. State agencies may not pay for banquets for employee retirement or other recognition events.

C. Food During Emergency Situations

Reimbursement or direct agency payment may be made for food expenses incurred within an employee’s official domicile to continue the operations of an agency’s programs or services that

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are necessary for the life, health or safety of Missouri citizens. This provision is intended to allow state agencies to keep critical staff available during emergency situations.

D. Food When Officially Representing a State Agency

Food expenses incurred by an employee when representing a state agency in an official capacity at a non-state sponsored event are allowable, unless otherwise prohibited by state law or regulation.

E. Required Documentation

Food purchased by state agencies in conjunction with its official business or for agency-sponsored events must include the following documentation:

1. The state business being conducted, or the name of the employee(s) recognized and the reason for the recognition.
2. A list of participants, or, in the case of recognition events for which invitations are issued, the estimated number of invitees.
3. The cost of food provided.

F. Authorization

The department director or his or her designees shall provide approval for all food purchases for agency-sponsored functions.

G. Cost Guidelines

1. Generally, a “nominal charge” for receptions should be no more than \$2 to \$3 per person. Greater amounts may be acceptable commensurate with the nature of the event and the honoree(s).
2. The cost for agency-provided meals should be generally in line with allowable costs under the state travel regulations.

H. Meals Provided to Public Officials



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Food expenditures bestowed on public officials, except those meals that are given to a public official or employee when such person is acting in his or her official capacity, should be reported to the Missouri Ethics Commission as lobbying expenses as provided in RSMo 105.470-473.