

# Farmingdale State College Food & Beverage

## Policy/Procedure

**Purpose:** Establish guidelines for the purchase of food and beverages for faculty, staff, students and guests of the College.

**Background:**

The Office of the State comptroller allows for food and beverage expenses from state appropriated funding within certain parameters pursuant to the agency and its written policy and procedures. In general, Farmingdale State College's practices ensure that these expenses are reasonable, necessary, documented, and that they further the mission of the campus. As a state college, Farmingdale requires strict adherence to its policy and procedures to ensure the proper stewardship of public funds.

**Policy Statement:** Food and beverage purchases made with state appropriated funding (State Purpose(SP), Dormitory Income Fund Reimbursable (DIFR), Income Fund Reimbursable (IFR), or State University Tuition Reimbursable Account (SUTRA)) must be reasonable and allowable.

**Definitions:**

**Reasonable** - The purchase must be made in a rational and cost-effective manner that a prudent person would make under the circumstances at the time the decision was reached with consideration as to how the public would view the expense if reported in the media. The Procurement Office should be consulted, if possible, to ensure reasonableness.

**Allowable** - The meeting/event, at which the food and/or beverages are consumed, must be of essential benefit to the College and meet all other defining criteria. Please see the guidelines set forth on the [Food and Beverage Allowability Chart](#).

**Procedure:**

1. Complete the Farmingdale State College Food and Beverage Justification Form prior to the event.
  - a. The detailed purpose of the meeting or event should describe the relationship of the meeting or event to the mission of the College.
  - b. Multiple day events should be submitted with one Food and Beverage Justification Form. The Form should be accompanied by a spreadsheet documenting the dates, meals (lunch, dinner, snack), provider name (Aramark for in house events), amount per person, number of students, number of staff, total attending and justification description.
2. Send the request to Administration and Finance, Horton 160. Approval is contingent on the following requirements:
  - a. The meeting or event is of benefit to Farmingdale State College for a valid college purpose.

(see [Food and Beverage Allowability Chart](#)).

- b. The cost is reasonable and allowable.
  - c. The personnel are attending for a valid college purpose.
  - d. Alcoholic beverages are not included in the cost.
  - e. New York State tax is not included. (New York State tax cannot be paid with state funding).
3. The justification form is returned to the originating department.
  4. Once the approved form is received, the department should place the order with Aramark.
  5. Payment via Invoice
    - a. Enter a requisition on the FMS system.
    - b. Review and approve the invoice. Please remember to sign, date and indicate "OK to Pay" on the invoice.
    - c. Update the Food and Beverage Justification form to include the requisition and invoice numbers.
    - d. Submit the following documents to Accounts Payable for processing:
      - i. original invoice,
      - ii. justification form,
      - iii. A list of participants in attendance, including relationship to the college. If practical, use a sign-in sheet.
      - iv. Brochures, programs, advertisements, and agendas related to the meeting or event.
  6. Payment via NET card – Complete the NET Card reconciliation form and submit the following documentation to Accounts Payable:
    - a. Original invoice/receipt,
    - b. Justification form,
    - c. A list of participants in attendance, including relationship to the college. If practical, use a sign-in sheet.
    - d. Brochures, programs, advertisements, and agendas related to the meeting or event.

### **Other Related Documents**

Food and Beverage Allowability chart  
Food and Beverage Justification Form  
Bottled Water Policy