

Food and Beverage Purchases



Generally, consuming food and beverages at public expense will be discouraged. In circumstances where the City will provide food and beverages the department head and/or the City Manager **must pre-approve the purchase(s) and the department must have adopted budget appropriations.**

The following outlines when the City will provide food and beverages (this includes meals and light refreshments):

1. Meal reimbursements while in travel status. Refer to the City Personnel Policy Manual, Section 5.7 for meal per diem rates.
2. Meetings attended by employees/officials for the purpose of City business
 - The refreshments are a necessary part of the meeting or training session (e.g., a working breakfast, lunch, or dinner).
 - The meeting or training session takes place away from the employee/official's regular workplace.
 - Receipts for actual costs of the refreshments/meals are kept with documentation of who was in attendance and the purpose of the meeting or training session.
3. In emergency situations when a department head determines that employees or intergovernmental employees performing critical City functions must remain at their workplaces, providing refreshments/meals will be allowed if the department head pre-approves the purchase.
4. Meals and/or refreshments for employee, official, volunteer, wellness, public, or occasional appreciation events when:
 - Approved by the City Manager in advance and have documentation of approval.
 - Receipts for actual costs are kept with documentation of who was in attendance and the purpose of the event.
 - The meal/refreshment purchases for the event is approved through budgeted appropriations.

Prohibited purchases of refreshments include the following circumstances and will not be reimbursed by the City:

- Meals and/or refreshments that were not pre-approved by the department head and/or the City Manager.
- Meals and/or refreshments that were not approved in budgeted appropriations.
- Purchase of alcoholic beverages.



Tips & FAQs

- Q: My department is having a regular staff meeting. I want to treat my staff for a job well done. Can I use City funds to purchase pizza for my staff and serve it at our regular meeting?
- A: The quick answer is NO, if the meeting is scheduled during regular business hours at the place of business. Although the purpose of the meeting is to discuss City business, providing pizza is not an integral part of the meeting.
- Some exceptions may be made. For example, if the Dept. Head has budgeted staff recognition in the annual budget and the appropriations were approved by City Council, then it would be appropriate to buy pizza for staff.
- As noted in the first paragraph, consuming food and beverages at public expense is discouraged.