

# Food Purchasing Guidelines



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## Background

1. Food purchases are defined as meals, beverages, refreshments and snacks that may be consumed by students, faculty, staff and outside guests.
2. [UW System Administrative Policy 435](#): Headquarter City & UW System Sponsored Events provides the parameters in which costs associated with sponsored events will be paid or reimbursed. Please review the above linked policy for examples of business functions that fall under the definition for allowable events, and what is considered allowable expenses for meals and receptions.
3. UW sponsored events fall under the general liability protection afforded under Wisconsin Statute 895.46 (1). Events attended primarily by UW employees or students is not allowable in a non-UW facility when additional expense would be incurred. In instances where a non-UW facility is requested, justification for the additional expense requires pre-approval by the Controller or Purchasing Director prior to space rental. Any event not sponsored or approved appropriately would NOT be reimbursable or covered by state insurance and employee liability coverage.
4. University funds may be used to provide meals, break items or non-alcoholic beverage refreshments at university sponsored events or other business functions that gathers individuals associated with the University in a setting that is not purely social in nature.
5. Food service programs on each campus have the right of first refusal for catering events held on the respective campus or location. For the main Stevens Point campus, [On Point Catering](#) will provide a waiver a minimum of five (5) business days prior to the event to allow for a department to seek other food options. A waiver should be requested by submitting a [Food Expense Approval and Payment eForm](#). The below campus locations have food service programs.
  - a. Stevens Point – On Point Catering
    - i. CPS Café is also available; On Point Catering has the right of first refusal
  - b. Wausau – Taste of Jamaica
  - c. Marshfield – Baka Chicken
  - d. CWES
  - e. Treehaven
6. Snacks and/or beverages for events, where cost is under \$100, have the option to self-cater, in which a group provides food for their event, without requiring a waiver from On Point Catering. The total cost for these items purchased for self-catering must be under \$100 and is only

allowable for snacks and beverages served without the use of electrical appliances. No pizza or meal type items are allowed.

### Procedures using UWSP On Point Catering (On-Campus)

1. Approximately two weeks before your planned event, a [Food Expense Approval and Payment eForm](#) must be submitted for ALL food service requests.
2. Catering requests for On Point Catering should be submitted through the [Food & Beverage request process](#). An estimate for the catering will provide confirmation of the scheduled events and associated food service.
3. Invoices from On Point Catering will be billed at the guaranteed attendee number or actual attendees, whichever is higher.
  - a. Guaranteed attendee count is due to [catering.manager@uwsp.edu](mailto:catering.manager@uwsp.edu) five (5) business days prior to the event.
4. Upon the close of the event, On Point Catering will provide an invoice to the event organizer which will then need to be attached and submitted with the Food Expense Approval and Payment eForm.
5. It is the responsibility of the event organizer to complete the final information needed on the Food Expense Approval and Payment eForm by attaching the On Point Catering Invoice, , attendee list, and event documentation (brochure, agenda etc.). If there is any missing documentation, a follow-up email will be sent to the event organizer/department contact from Payment Services.
6. Payment will be processed from the department account to On Point Catering via a journal entry.
7. Completed Food Expense Approval and Payment eForms, with all required documentation, submitted more than 60 days after the event will be assessed a \$25.00 late processing fee.

### Procedures for Food Purchases using Outside Vendor (On or Off-Campus)

1. Approximately two weeks before your planned event, a [Food Expense Approval and Payment eForm](#) must be completed for ALL food service requests.
2. Requests for food services on campus using a vendor other than On Point Catering requires review and approval from On Point Catering, Catering Manager. This approval will be obtained via the submitted Food Expense Approval and Payment eForm prior to the event.
3. Upon close of the event, an email will be sent to the event organizer from BP Logix eForms with a completed PDF copy of the Food Expense Approval and Payment form. This as well as the vendor Invoice, and required documents are needed when entered in ShopUW+ for payment or included in P-Card Statement packet if paid via p-card.
4. Completed Food Expense Approval and Payment eForms, with all required documentation, submitted more than 60 days after the event will be assessed a \$25.00 late processing fee.
5. If food is catered for any event by a non-campus vendor (on or off campus), it must be pre-authorized by [Risk Management](#). This review and authorization will be completed upon the submission of the Food Expense Approval and Payment eForm.
6. The food vendor must be able to provide a certificate of insurance, upon request.
7. Food purchases can only be of commercially prepared food. The purchase of raw meat or other raw food items which are being prepared by non-certified/trained personnel and served as part of any event or meeting is not permitted.

8. In the event that dining services are closed on campus, hall directors and staff within the scope of their training, may purchase food items that can be prepared in main floor residential living kitchens.
  - o When purchasing from a food vendor location (i.e., pizza, sandwiches, etc.) to take to an event, the vendor must be an established business.
9. The use of university funds for the purpose of purchasing food or materials for a potluck event is not permitted.

### Additional Procedures for Off-Campus Food Purchases

1. Approximately two weeks before your planned event, a [Food Expense Approval and Payment eForm](#) must be completed for ALL food purchases.
2. Events attended primarily by UW employees or students are not allowable in a non-UW facility when additional expense would be incurred. In instances where a non-UW facility is requested, justification for the additional expense requires pre-approval by the Controller or Purchasing Director through the Food Expense Approval and Payment eForm process prior to space rental. Any event not sponsored or approved appropriately would NOT be reimbursable or covered by state insurance and employee liability coverage.
3. The day after the completion of the activity, an automatic eForm email will be sent with a PDF copy of the Food Expense Approval and Payment eForm. This documentation must be submitted for all food purchases made for off-campus events.
4. For payment processing **through ShopUW+**:
  - a. Upon the close of the event, the approved Food Expense Approval and Payment eForm, invoice, and other required documentation should be submitted via ShopUW+ for payment processing. If there is any missing required documentation, Payment Services will reach out through the ShopUW+ comment section outlining what additional information is required to complete payment.
5. If payment is made on a **Purchasing Card (P-Card)**:
  - a. The approved Food Expense Approval and Payment eForm, paid receipt, and other required documentation should be forwarded to Purchasing when submitting the p-card packet. See [P-card Manual](#) for complete information.
6. If payment is made on a **ProTravel Card**:
  - a. The approved Food Expense Approval and Payment eForm, paid receipt, and other required documentation should be submitted on a Travel Expense Report (TER) through e-Reimbursement.
7. If payment is **made personally**:
  - a. A request for reimbursement can be completed using the Travel Expense Report (TER) process through e-Reimbursement. The TER would be completed as a non-travel expense with documentation supporting the purchase attached, including approved Food Expense Approval and Payment eForm, paid receipt, and other required documentation.
8. Completed Food Expense Approval and Payment eForms, with all required documentation, submitted more than 60 days after the event will be assessed a \$25.00 late processing fee.

## Use of Private Residences for Food Events

Private residence events are not considered University authorized locations and would fall under the liability insurance of the homeowner. Employees would not be covered under state liability insurance (with few exceptions) while attending these private residence/home events. Events of this nature are not recommended and would require the Controller or Purchasing Director approval for university funds being used to purchase food items for these events.

## Potlucks

Potlucks are infrequent events and are not considered official university events although they may occur during work hours in UW facilities. The use of university funding for the purpose of purchasing food or materials for a potluck event is not permitted. Although not an official or sponsored event, potlucks must adhere to [food safety guidelines](#) while on university premises.

## Food Events Outside of UW System Policy 435

Student organizations or Greek Life are responsible for operating under their own liability insurance and are not insured through the State of Wisconsin's self-insurance program. Student organizations are required to follow facility, food safety and insurance protocols on university property. On Point Catering provides a [Temporary Food Service Waiver](#) for these events. Additionally, it is highly recommended that commercial special events insurance be purchased for these events. Call Risk Management in advance of these events for assistance.

## Examples of Allowable Activities and Events

Examples of food purchases that are potentially allowable for the following activities. Business purpose will be reviewed for the appropriate funding source.

Activities/Events	
Working Meeting	Food provided when employees are required to work during their normal meal period to conduct official university business. These meals are infrequent and occur when it is more prudent to conduct business in this manner.
Committee Session	Food provided during the active work session of a committee. Excludes committees that include only UWSP staff or faculty.
Recruitment Activities	Food expenses incurred for the purpose of recruiting and/or hosting prospective staff, faculty, students and/or internal or external vendors/clients. These types of activities include lunch during a job interview or vouchers purchased for prospective students.
Training Activities	Food provided during the training of designated UWSP staff, faculty, students and/or designated non-UWSP personnel such as consultants and other external guests providing a direct service or benefit to the university.
Special Events	Food purchases for special UWSP functions such as speakers, lectures, conferences, convocations, and events outside the 'normal' daily activity of the UWSP community.
Athletic Activities	Food purchased for pre-season meals and snacks or meals provided to athletes while in travel status.
Other	Food that supports instruction, research, student activities, marketing and inter-campus meetings hosted by UWSP; events supporting University-wide initiatives or campus-wide events.