

Food Event Procedures



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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. Sanctioning for food events is bound by [UW Systems Administrative Policy 435: Headquarter City & UW System Sponsored Events](#). Please see the above linked policy for examples of business functions that fall under the definition for allowable events, and what is deemed allowable for meal and reception expenses. These events fall under the general liability protection afforded under Wisconsin Statute 895.46 (1). Events attended primarily by UW employees or students are not allowable in a non-UW facility unless pre-approved by the Controller or Purchasing Manager prior to space rental. Any event not sponsored or approved by University authorities is considered non-sanctioned and would NOT be reimbursable or covered by state insurance and employee liability coverage.
3. 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.
4. For campuses with Dining/Catering capability, UW-Stevens Point Dining and Summer Conferences [On Point Catering](#) has right of first refusal for events held on campus. Only after receiving a waiver from dining a minimum of five (5) business days prior to the event can a department seek other food options.
5. 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. An approved Food Expense Approval & Payment Form must accompany all food service requests received by On Point Catering.
2. 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 five (5) business days prior to the event.
3. Upon the close the event, the approved food form and invoice from On Point Catering will be forwarded to Payment Services for payment processing by the Catering Manager. If there is any missing required documentation, a follow-up email will be sent to the department contact from Payment Services.

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

1. Requests for food services on-campus using a vendor other than On Point Catering requires a [Food Service Liability Waiver/Food Permit](#). This form must be approved by On Point Catering staff prior to the event, and accompany the Food Expense Approval & Payment Form, invoice, and other required documents when sent to Payment Service for payment processing or included in P-Card Statement packet if paid via p-card.
2. If food is full-service catered for any event (on or off campus), it must be pre-authorized by [Risk Management](#). The food vendor must be certified, and have trained personnel. It must follow all state food handling standards for preparation, sanitation and insurance coverage.
3. Food purchases can only be of pre-made food. The purchase of raw meat or other raw food items which are being prepared by the p-card user or other non-certified/trained person and served as part of any event or meeting is not permitted.
 - o When purchasing from a food vendor location (i.e. pizza, sandwiches, etc.) to take to event, the vendor must be an established business with a business license and proof of insurance upon request.
4. The use of university funding for the purpose of purchasing food or materials for a potluck event is not permitted.
5. Off campus event site approval must accompany all requests for payments or other related expenses.

Additional Procedures for Off-Campus Food Purchases

1. Events attended primarily by UW employees or students are not allowable in a non-UW facility unless pre-approved by the Controller or Purchasing Manager prior to space rental. Any event not sponsored or approved by University authorities is considered non-sanctioned and would NOT be reimbursable or covered by state insurance and employee liability coverage.
2. An approved Food Expense Approval & Payment Form must be submitted for all food purchases made for off-campus events.
3. For payment through Payment Services:
 - a. Upon the close the event, the approved food form, invoice, and other required documentation should be forwarded to Payment Services for payment processing. If there is any missing required documentation, a follow-up email will be sent to the department contact from Payment Services.
4. If payment is made on a Purchasing Card:
 - a. the approved food form, paid receipt, and other required documentation should be forwarded to Purchasing when submitting the p-card packet. See [P-card Manual](#) for complete information.

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 are not covered under state liability insurance with few exceptions while attending home events which must be pre-approved by the Controller or Purchasing Manager. Events of this nature are not recommended.

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 protocols.

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 UW property. It is highly recommended that commercial special events insurance be purchased for these events. Call Risk Management in advance of these events for approval.

Food Purchases 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.
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.