

SECTION 8: SPECIAL COMMODITY PROCEDURES

SUBJECT: FOOD PURCHASES & APPROVALS

PROCEDURE 8.18

POLICY:

Food purchase allowability depends on the type and purpose of the food being purchased and the budget.

PROCEDURE:

Food purchases require that the budget type is approved for a particular type of food purchases and that the food purchase is allowable under the terms of that budget.

General University ; UW Medical Center; Self-Sustaining; Auxiliary Enterprise and Service Funds (Self-Sustaining); and Agency budgets:

- Food within the per diem limit is allowable for training, recognition or business meetings.
- A list of attendees must be on file.
- For UW Medicine food purchases, use the [Single Transaction Pre-Approval Form](#)

Grants and Contracts

- Food within the per diem limit; food for research and food for hosting and entertaining is allowable when included in the proposal and funded by the sponsor or with written approval from the sponsor.
 - Grant budgets may also be used for light meals and refreshments if technical information related to the grant is disseminated, unless expressly prohibited by the sponsor

Gifts

- Food within the per diem limit, food for research and food for hosting and entertainment is allowable if the budget is flagged for food approval by the Advancement Office. Gift budgets for capital building funds, scholarships or graduate fellowships are not eligible for food approval.

Discretionary

- Food costs within or above per diem limits, alcohol purchases food for research, and food for hosting and entertaining are all allowable, subject to any departmental approval policies.

Food is also allowable in the following circumstances:

- Budgets with a programmatic requirement for food purchases, conference/workshop budgets, budgets for meals for athletic teams, or other revenue budget food purchases that don't fit the food approval form criteria. Department must keep a memo on file indicating the programmatic requirement for food purchase for each budget.
- Fixed Price Surplus, Royalty Income and Clinical Medicine budgets may purchase food using the [food approval form](#) for events meeting the food approval form criteria below.
- For Gifts or Grants that allow alcoholic beverages or over per-diem food costs, the anticipated cost for this expense are to be [transferred into a 64-XXXX discretionary sub-budget](#).
- Budgets used to purchase food for patients of UW Medicine or for research subjects.
- Budgets used to purchase food for resale.
- Budgets used to purchase food during study abroad programs.

The [food approval form](#) must be completed and signed by a Dean or Vice President (or if given written delegated authority, Departmental Directors, Chairpersons or Department Administrators) for one time or recurring events of the following type:

- Recognition events
- Training events (including student orientations)
- Business meetings to conduct official UW business where a meal or light refreshment is an integral part of the meeting

For additional information regarding food approvals and food purchasing information, access the University of Washington food approvals webpage [here](#). This page includes additional information, including a matrix of approved food purchase types, per diem rates, and the maximum value of light refreshments.