SECTION 8: SPECIAL COMMODITY PROCEDURES

SUBJECT: FOOD & ENTERTAINMENT PURCHASES    Procedure #8.8

POLICY

University policy does not permit the purchase of food/beverage, or entertainment with the following exceptions:

1. Food for consumption in the residence halls and hospitals or for resale through campus retail food services.
2. Food for research animals.
3. Food for consumption on research expeditions, where the purchase of this food is in lieu of per diem expenses.
4. By certain discretionary budgets to which this policy does not apply.
5. Food purchased in compliance with the University Policy and Procedure for the purchase of meals and or light refreshments for meetings, training sessions and recognition awards and events.

Requisitions for food/beverage or entertainment must be checked against the food lists supplied by General Accounting and Grant & Contract Accounting, or have an attached, signed form 1798.

Also, see Travel rules for purchases when in travel status, University of Washington Administrative Policy Statements – Section 70.2.