

## 21.01.12 Purchase of Food and Refreshments

Approved December 5, 2008  
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### Regulation Statement

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This policy establishes guidelines and authority for the purchase of food and refreshments for members of The Texas A&M University System (system).

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### Reason for Regulation

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Expenditure of funds for the purchase of food and/or refreshments under the provisions of the guidelines set forth in this regulation assists system members in carrying out their educational functions, serves to promote education in the state of Texas and provides an important public purpose.

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### Procedures and Responsibilities

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1. Food and/or refreshments may be purchased in accordance with the provisions of the following guidelines:
  - 1.1 Expenditures of funds for food and/or refreshments must comply with one or more of the following direct purposes:
    - (a) the recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to a system member or the state;
    - (b) the promotion of the communication of intellectual ideas among students, faculty, staff, administrators, and/or representatives of the public;
    - (c) the support of student events and activities which are sponsored by a system member;
    - (d) the recruitment of highly qualified students, faculty and staff;
    - (e) the promotion of the exchange of ideas with community leaders regarding the role of a system member in the community;

- (f) the assistance of the system Board of Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of a system member;
- (g) the support of a program of continuing education sponsored by a of the system member; or
- (h) the conduct of staff conferences and receptions or other events designed to recognize and honor employees.

1.2 The following categories of funds may be used for the purchase of food and/or refreshments in accordance with the provisions of the above established guidelines:

- (a) Balances in accounts funded from student fees, bookstore allocations and concessions may be used for the purchase of food and/or refreshments to the extent that such funds have been budgeted therefore.
- (b) Donated unrestricted funds and funds received as registration fees for continuing education conferences and short courses may be used for the purchase of food and/or refreshments where provisions, therefore, have been included in the registration fee.
- (c) Funds raised and/or earned by student organizations may be used for the purchase of food and/or refreshments.
- (d) Other locally generated income not otherwise restricted may be used for the purchase of food and/or refreshments.
- (e) In limited situations, state funds can be used for the purchase of food. State funds cannot be used for the purchase of food, coffee or related items for consumption by employees or departmental visitors. State funds can, however, be used to pay for food purchases related to research or teaching in a class or lab setting. The purpose must be clearly documented. In this policy, “state funds” has the meaning assigned in *Guidelines for Disbursement of Funds*, Appendix I.

2. The system member chief executive officers, or their designees, are authorized to determine if specific expenses fall within the above established guidelines.

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## **Related Statutes, Policies, or Requirements**

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[Tex. Government Code Chapter 2113, Subchapters A-C](#)

[Tex. Educ. Code § 85.22](#)

[State of Texas Purchase Policies and Procedures Guide](#)

[System Policy 34.03, Alcoholic Beverages](#)

[Guidelines for Disbursement of Funds](#)

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## **Contact Office**

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