

# TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Food Purchases  
Procedure No.: PP-430  
Date: 6/5/96  
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## I. Purpose

To define the parameters for food purchases.

## II. Scope

This procedure applies University wide.

## III. General

The use of state funds for the purchase of food is very limited. State funds cannot be used for the purchase of coffee, bottled water or other food items for consumption by employees or departmental visitors. State funds can, however, be used to pay for food purchases related to research, teaching, wards of the state, or organized activities.

Expenditures for food and/or refreshments from local funds are authorized to the extent such expenditures enable the state agency to carry out an educational function, promote education in the State of Texas, or perform public service.

Expenditures for food and/or refreshments must comply with one or more of the following purposes:

- The recognition or promotion of academic achievement, athletic achievement, scholarship and/or service to a Member of the A&M System or the State;
- The promotion of the communication of intellectual ideas among students, faculty, staff, administrators and/or representatives of the public;
- The support of student events and activities that are sponsored by a Member of the A&M System;
- The recruitment of students, faculty, and staff;
- The promotion of the exchange of ideas with community leaders regarding the role of a Member of the A&M System in the community;
- The assistance of the Regents, accrediting agencies, officials from other universities and/or public officials in inspecting and reviewing the facilities and programs of a Member of the A&M System; or
- The support of a program of continuing education sponsored by a Member of the A&M System.

The following categories of funds may be used to purchase food and/or refreshments for the purposes listed above:

- Balances in accounts funded from student service fees, bookstore allocations, and concessions may be used to purchase food and/or refreshments to the extent to which such funds have been budgeted.
- Donated unrestricted funds and funds received as registration fees for continuing education conferences and short courses may be used to purchase food and/or refreshments where provisions have been included in the registration fee.

-Other locally generated income not restricted to administrative, education and general, research, plant expansion, loan, endowment, and/or scholarship programs may be used to purchase food and/or refreshments.

-Food purchases for business, conferences, or seminars should be coded as food purchases, expenditure object code 6340.

-Food purchases for research or teaching (this includes childcare facilities) should be coded as food purchases, expenditure object code 4050.

See System Policy 34.03 for purchases of alcohol.