



Title: OB/GYN Food Purchases	Guidelines
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SCOPE

Applies to all OB/GYN department divisions.

PURPOSE

To provide general guidance on when food is considered appropriate.

TERMS

- *Food* includes both meals and light refreshments.
- *UNM Funds* includes Division funds, FOM, etc. The use of any of these funds must comply with UNM policy.

GUIDELINES

Food is an allowable expense at regularly occurring business meetings when there is a valid business purpose that clearly identifies how the food is necessary and integral to the business meeting. The business purpose should be very clear to avoid any appearance that the food was purchased as a matter of personal convenience. The food should be able to be purchased online or over the phone and the purchaser should not have to go to the location in person since this is inconvenient.

The provision of food for gatherings of University employees on a daily or similar ongoing basis is not considered to be an appropriate use of University funds. Food may be provided at meetings of University employees on an occasional basis. Meal costs should be comparable to state per diem meal rates, and light refreshments should cost no more than five dollars (\$5.00) per attendee. Expenditures should be limited to food and non-alcoholic beverages.

Recruitment meals are allowable when in compliance with UNM policy 4000 and budget allowances. Residents and fellows each have separate recruitment budgets. This should be taken into consideration before expense is incurred.

If someone is seeking reimbursement for a meal that was purchased during travel, no per diem for that meal can be reimbursed for that particular day.

Items to include with food purchase/reimbursement request:

- Receipt that includes line item detail (item description, quantity, and dollar amounts).
- Agenda that includes the "5 Ws" (who, what, when, where, why).
- List of the individuals attending the function and their affiliation. For functions attended by more than twenty (20) people or open to the public, a description of the function and guest list is sufficient.
- Copy of the catering agreement/contract that was signed by Purchasing **when applicable**.

<https://policy.unm.edu/university-policies/4000/4000.html> 5.1 Business Meetings
5.2 Hospitality Events That Include Outside Parties

APPROVAL

Prepared by: Administration _____

Approved by: _____

Approval: _____ Date _____
Chair, Department of Obstetrics & Gynecology

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)