



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Non-Travel Related Food Purchases
INITIAL EFFECTIVE DATE	April 26, 2021
LAST REVISION DATE	This is a new policy.
POLICY NUMBER	Policy 13.06

OBJECTIVE This policy is intended to establish requirements for the provision of food and refreshments for staff in an emergency situation and non-travel related situations. This policy may not be all inclusive and good use of common sense shall prevail if not directly covered by this policy. Card holders may use their Purchasing Cards for non-travel related business meals and food purchases that meet specific criteria and are approved by the Department Director for purchases less than \$250; Food purchases equal to or greater than \$250 require approval from the City Manager prior to purchase. Directors shall be fiscally responsible stewards of public dollars and ensure that the food cost is reasonable for the purpose and setting.

SCOPE This policy applies to all eligible employees.

POLICY

A. Non-Eligible Purchases

It is the policy of the City of Watauga that food and refreshments will not be provided for routine, regularly scheduled departmental meetings. Food includes meals, beverages, snacks, etc. Under no circumstances is alcohol an allowable food expense.

City funds are not to be expended on events, milestones, parties or celebrations that are primarily personal in nature, where employees may choose to acknowledge or celebrate with other employees. These types of occasional department celebrations are permitted, but the use of City funds is not allowed. Examples of these types of events include:

- Birthday celebrations
- Baby showers or new baby congratulations gifts
- Graduation gifts/acknowledgements
- Engagement or wedding showers, gifts or parties

Retirement recognition is covered under Policy 7.04 Retirement.

B. Examples of Allowable Purchases

The following are examples of allowable purchases:

1. Emergency situations such as natural disasters or significant or prolonged public safety events that take place during and extend beyond a typical meal time.
2. Situations or events where the duration or conditions exist that reasonably indicates a need for food or hydration but may include intra-departmental meetings or training sessions that extend beyond expectations and do not allow for a meal-time break.
3. Meetings or training sessions that continue during the typical meal period and the employees are not permitted to leave the premises of the meeting site or do not have a reasonable opportunity to have a meal before or after the event.
4. Refreshments for breaks and meals for an Interview Panel that prevent the assessors from leaving during a normal meal time.
5. Scheduled events that are intended to build community relationships and involvement by hosting meetings with the public or other local government agencies.
6. Food for City sponsored employee events.
7. Food for City sponsored community events/programs such as festivals and Watauga 101.
8. Food for Council Meetings and Council Retreats as approved by the City Manager.

Other applicable policies for consideration are:

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| 1. Meal and Break time | 10.02 |
| 2. Purchasing Card Policy | 13.02 |
| 3. Employee Safety | 16.01 |

Emergency food purchases must be included in your annual operating budget or must be approved by the City Manager or City Managers designee. Requests for food other than emergency purchases and items listed above must be approved, in writing, by the City Manager.