

## How to "purchase" food

Reason	Method	Issues under consideration
Meals for Visitors: i.e., speakers, candidates, student recruitment	Reimbursement, charged to dept.	Personal cash outlay, hosting forms
Retirement		limits, public event, must be a retirement not just leaving
Student Events; Student/Faculty Mixers, Vandal Friday	PO, reimbursement	
Board and Business Meetings: Conferences	Service Agreement, PO, Direct Bill	
Training	Sodexo, Service Agreement	Sodexo is too expensive
Public Programs	PO, direct bill	multiple agreements to ease invoice volume
Faculty/Staff Activities; faculty retreats		3 hour = snack 6 hour = meal
Business Meeting; lunch	Sodexo	
Program needs	Contract, PO	
Advancement Donors	Personal Cards - reimbursement	Alcohol
Staff required to stay on site (Jazz Festival)	Sodexo	Policy approval
Academic purposes: theater props, analysis, research	PO	
		Per diem, candy dishes, department cakes