

**THREE RIVERS COLLEGE
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3860 College Hosted Meals	Page 1 of 3
Primary Policy: FP 3801 Purchasing	
Associated Regulations: FR 3805 Bidding Thresholds; FR 3510 Travel Authorization and Reimbursement; FR 3810 Purchasing Approval	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-20-2013	Last Revision: 08-21-2019

Three Rivers College will fund the cost of meals or food served at College meetings, events, or activities as follows:

1. When the College hosts invited guests from outside the College.
2. With prior approval of the College President, when the College hosts a candidate for a position. (This does not apply to candidates in travel status for which only the candidate's meals will be reimbursed in accordance with the College Employment Selection/Screening Committee Handbook.)
3. When there is a clear, documented, business related purpose.
4. When the meal is necessary for the continuity of the meeting.
5. When approved in advance by the College President.

According to Generally Accepted Accounting Principles (GAAP), for all events, a list of invited attendees along with a statement of the business related purpose and an **itemized receipt** are required documentation to process payment or reimbursement. For groups of more than 10 individuals, a general statement describing those invited (e.g. members of the community; all faculty and staff) may be used in lieu of a list of invited attendees. Meal costs shall not exceed \$25 per person (including tax and gratuity) for breakfast or lunch and \$50 per person (including tax and gratuity) for dinner events. Under no circumstance will the cost of alcoholic beverages be covered by College funds.

Food Services Provider Exclusivity

The College contract with its food services provider grants certain rights of exclusivity with regard to sales of food items at the vendor location on the Poplar Bluff campus. As such, the food provider has the right of first refusal to provide any and all catering and other food events only when the food is provided at its designated service location on the Poplar Bluff campus. College units wishing to use College funds for prepared food items for purchase from another vendor in that same location must obtain written approval from the College's food services provider to the purchase of such items. This provision relates solely to purchases of commercially prepared food items using College funding within the designated food service locations such as (the concession stand area in the Libla Family Sports Complex and in the Café area in Bess Activity Center) on the Poplar Bluff Campus. Therefore, prepared food items may be purchased from other vendors using College funds as long as it is not served in our food service provider's designated area.

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Methods of Purchase

Proper purchasing procedures must be followed when incurring costs for food and food services, regardless of the vendor used, including the College contracted food services provider. Meal expenses for employees in travel status are governed under the terms of the travel policy and regulation and not this policy. Any of the following methods are acceptable for incurring food and food services related costs:

1. A purchase requisition to generate a one-time purchase order may be issued to the vendor for an estimated amount of the food and related costs and is the desired method for all food purchases. This method must comply with the quotation and bid requirements of the College - Bidding Thresholds Regulation, FR3805. Documentation of business related purpose and a list or identifying statement of proposed attendees must be provided at the time of the requisition.
2. A blanket type of purchase order may be used to incur food and food services related expenses when the request is for recurring meetings or when approval is being requested for entities that will not bill the College and must have prepayment. Supporting estimates must be submitted with the request along with justification as to why prepayment is required. A check can be issued from the Blanket Purchase Order to either the entity providing the food and services or the individual that will be paying at the time of the event. This must be clearly noted on the request form.

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DOCUMENT HISTORY:

- 09-20-2013:** Initial approval of regulation FR 3160 College Hosted Meals.
- 09-21-2016:** The College Board of Trustees approved the name change of the College from Three Rivers Community College to Three Rivers College.
- 04-19-2017:** Revision of numbering FR 3160 to FR 3860 for proper alignment.
- 08-21-2019:** Revision to vendor options.