



# COLLEGE POLICY

POLICY NUMBER: **2503**  
DATE APPROVED: **May 1, 2020**  
POLICY TYPE: Administration  
POLICY TITLE: Catering and Non-Travel Food Policy  
RESPONSIBLE ASSOC. /VICE PRESIDENT: VP Administrative Services/CFO

## POLICY PURPOSE:

This policy and following procedures are designed to promote the proper stewardship of college funds by providing general guidelines for the appropriate and legal use of college funds in support of our mission. The college receives funds, from a variety of sources that carry with them fiduciary responsibilities. Inherent in these responsibilities is the requirement to operate the institution under guidance set forth by the Board of Trustees and the college, to follow Generally Accepted Account Principles (GAAP), and to comply with all federal, state and local rules and regulations.

## POLICY:

Madison College funds may be used for ordinary, reasonable, and actual business-related food expenses incurred in support of the college's mission. Further, purchases must comply with all federal, state, and local rules and regulations. This policy applies to anyone utilizing college funds to purchase food. College funds may be used to provide food and/or beverages at college-sponsored events or business functions. Any college-sponsored event providing alcohol must have a 'Special Event Permit for Beer and/or Wine on Campus' form signed by the Vice President of Administrative Services **prior** to the date of the event. With the exception of academic needs, the college will not pay any other expenses related to the purchase of alcohol. All expenses must be actual, reasonable, and necessary to conduct business, approved by a director or department head (or above), and must follow the college procedures. The controller will be responsible for operationalizing the policy.

## DEFINITIONS:

None

## LINKS TO STATE/FEDERAL REGULATIONS:

NA