

	Developed by/Date: Dan Wirtz 5/2015	Page: 1 of 2	Number: 3.7
	Reviewed by/Reviewed Date:	Replaces:	Subject: Distribution: Management
Title: Food and Beverage Policy		Approved: Exec 11-9-15	

POLICY

The intent of the Food and Beverage Policy is to provide guidelines of when the Agency may provide preapproved food and beverage at Agency events.

PURPOSE

The Agency will provide guidelines and annually fund on-site events as identified in this policy and as approved by the Director or Assistant Director.

EVENTS

- Quarterly CSA employee service award and/or retirement recognition
- Quarterly all manager & supervisor meetings
- New employee orientation
- Annual all staff appreciation event as determined by Department Head
- Annual division leadership development and planning day
- Social Worker Awareness Month - March
- Child Abuse Prevention Month - April
- Foster Care Awareness Month - May
- Cal-Fresh Awareness Month - May
- Family Services Specialist Week
- Administrative Professional Day - April
- National Payroll Week - September
- Cultural Awareness Week
- Councils, Support and Advisory Groups
- Morale Committee Functions
- Other events determined by the Department Head

SUGGESTED ITEMS

Food Products

Muffins, Cookies
Fruit
Health options (i.e. granola, yogurt)

Paper Products

Coffee, Tea, Water
Tablecloths
Cups, Napkins, Plates, Silverware

In-County meals when pre-approved by Director or Assistant Director Designee (See CSA Travel and Purchasing Card Policy for guidelines)

Nonfood items (i.e. T-shirts, mugs, cups etc.) must be approved by Director or Assistant Director Designee.

PROCEDURES

- 1) Manager completes Food and Beverage Request Form
- 2) Fiscal Services will verify available funding and provide appropriate funding
- 3) Form is approved by Director or Assistant Director
- 4) All supporting documentation submitted to purchasing card clerk within 48 hours of purchase
- 5) Purchases shall comply with County and Department Purchasing Card and meals policies and procedures

All food and beverage purchases must be charged to a County Purchasing Card or paid through the accounts payable process. If an employee uses a personal credit/debit card or pays cash, the purchase will be considered a personal expense and will not be reimbursed. CSA has no mechanism to reimburse expenses of this kind.

FINANCE CLAIMING GUIDELINES

Event	Where to charge	Required Documentation
Program related training	Direct to Program	Pre-approved Food & Beverage form and itemized receipts
Interview Panels (must include non-County employees)	Generic	Pre-approved Food & Beverage form and itemized receipts
Program Outreach	Direct to Program	Pre-approved Food & Beverage form and itemized receipts
New employee orientation, Leadership Day	Generic	Pre-approved Food & Beverage form and itemized receipts
Other County sanctioned trainings/meetings (including Cultural Awareness)	Generic	Pre-approved Food & Beverage form and itemized receipts
Service Awards, Retirement, Morale Committee Functions, Wellness Challenge	County General Fund	Pre-approved Food & Beverage form and itemized receipts