

CLEVELAND STATE UNIVERSITY POLICY ON REFRESHMENTS

As a public institution, Cleveland State University is held to a high level of accountability for its business practices. Numerous constituencies (e.g., students, alumni, taxpayers, and government agencies) have an interest in how the University spends its money. Accordingly, every reasonable effort must be made to ensure that funds are used in a responsible and appropriate manner.

With the approval of the President, Provost, Vice President or Dean, the University will pay or reimburse properly documented expenditures for food and/or beverages served at a meeting between University employees and outside parties where the primary purpose of the meeting is to conduct University business. CSU Catering has exclusive rights to catering on campus for events that cost over \$300. For information on using University facilities for events and the complete University Catering Policy, please click on <http://www.csuohio.edu/offices/controllers/policies/catering.pdf>

With the approval of the President, Provost or Vice President, refreshments may be served at occasional gatherings of University employees if there is a valid public purpose, such as a seminar, retreat, workshop, orientation or other University function, particularly in situations where employees are giving up personal time to conduct University business (e.g., breakfast, lunch, or dinner meetings).

With the approval of the President, Provost or Vice President, refreshments may be served at events intended to recognize the contributions of employees in achieving the University's mission. Expenditures are permitted only for work-related events (e.g., holiday or retirement celebrations). Expenditures for refreshments served at events which are of a personal nature (e.g., birthdays, weddings, baby showers, etc.) may not be paid or reimbursed from University funds.

The University is at risk whenever refreshments that are subject to time and temperature sensitivities are served. To mitigate this risk, departments that host events where they purchase and serve refreshments or are "pot luck" are responsible for the safe food handling at the event. For full information about best practices for safe food handling, click on www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf

The University is always at a higher risk when alcohol is served. Such events should be managed with a high degree of care. Expenditures for alcoholic beverages may not be charged to University funds. With the approval of the President, Provost or Vice President, expenditures for alcoholic beverages may be paid or reimbursed only from CSU Foundation discretionary funds.

In order to comply with Internal Revenue Service requirements, all expenditures for food or beverages paid or reimbursed from University or CSU Foundation funds must be properly documented. Proper documentation includes an itemized receipt, along with a written record of the time, place, business purpose and attendees at the meal. This documentation must be attached to the request for payment or reimbursement.