

REFRESHMENTS

The Refreshment Policy can be found here:

http://www.csuohio.edu/controllers/policy_refreshments.html

It applies to only when University funds will be used to purchase food and/or non alcoholic beverages and does not replace the Meals and Incidentals expenses that travelers may be reimbursed when traveling on University related business.

With appropriate approvals, refreshments may be paid for by University funds for:

- Meetings between University employees and outside parties where the primary purpose of the meeting is to conduct University business.
- Occasional gatherings of employees if there is a valid public purpose, such as a seminar, retreat, workshop, orientation or other University function.
- Events intended to recognize the employee contributions (e.g., holiday or retirement celebrations).

Refreshments may NOT be paid for by University funds for:

Events which are of a personal nature (e.g., birthdays, weddings, baby showers, etc.).
Alcoholic beverages.

Before ordering or purchasing refreshments for a meeting, the following must be submitted to the Dean via the Budget Manager (j.louie@csuohio.edu) email is preferred since it can quickly be reviewed and forwarded/returned as necessary):

Date of event
Name of event
Purpose of event
Approximate number of employees in attendance
Approximate number of outside parties in attendance
Cost estimate
Source of funds

The Budget Manager will review the request, obtain additional approvals and notify the Chairperson/Director or requestor once the approvals have been obtained.

Approvals are not automatic or guaranteed and approvals sought after the fact may be denied and the employee may forfeit potential reimbursement.

Blanket approvals may be granted for specified periods in the case of standing meetings (e.g., faculty meetings, lecture series, etc.).

Payments to vendors and reimbursement requests should be submitted on a Small Order Form or

Purchase Requisition and must include a copy of the approvals AND the original, itemized, paid receipt (a credit card receipt is not sufficient).