FOOD AND BEVERAGE PURCHASE POLICY

As a general rule the use of department funds for the purchase of food and beverages is not allowable for activities involving routine, day-to-day work activities and meetings.
In limited situations there are exceptions and this is intended to provide guidance.

Emergency Operations:
During emergency operations of significant duration (i.e. greater than 4 hours), employees may need to be provided with food and beverages in order to maintain their stamina and to rehabilitate. Examples might include a working fire, chemical spill, emergency operations center activation, Bomb or SWAT team activation, etc. When these situations occur and the employees are not allowed to leave the operation for lunch or break, the Salvation Army and the Red Cross will be requested to provide such logistical support in emergency operations. If the logistical support is not provided, it is permissible for the department and/or the city emergency manager, with the department head's approval, to procure the necessary amount of food and beverages for the working period.

Operations Training and Exercises:
When an operations training or exercise session is sponsored by the department and there are non-city employee participants, it is permissible for the department to provide snacks and beverages. A lunch break either on-site or off-site is typically worked into the schedule and participants are responsible for their own lunch. Funding for the sessions described above shall be approved by the department head and allowed no more frequently than once each quarter. The Salvation Army and the Red Cross may be requested to provide such logistical support in training and exercise sessions.

Working Committees, Candidate Assessments, Consultants, Public Safety Citizen Academy, etc.:
When a committee, candidate assessment, City project consultant, public safety citizen academy or other similar working group is established, the department may provide snacks and beverages. A box lunch may be provided at the work-site when work must continue through the noon-hour. All meetings shall be scheduled to minimize inclusion of meals.

Purchasing Information:
A city credit card cannot be used for the purchase of food and/or beverages referenced in this policy under any circumstance. The purchase(s) should be conducted through an invoice or reimbursement.

Approval Date: 02/23/16
Revision Date: