

FOOD AND REFRESHMENT REQUEST

The Grossmont-Cuyamaca Community College District recognize that employees often are required to promote understanding of programs through in-person contact with individuals and groups. Funds may be used to purchase food and nonalcoholic beverages such as coffee, tea, water, and/or soft drinks for participants in specific sponsored workshops, meetings, award ceremonies, and other official activities in order to:

1. Communicate the Mission and Goals of GCCCD.
2. Provide assistance or direction.
3. Increase community awareness of programs.
4. Promote individual and group support of local educational priorities.
5. Foster professional development and effectiveness.
6. Commend exemplary service to education.

Requestor Name: _____ Phone Number: (____) _____ - _____

Requestor Email: _____ Department: _____

EVENT DETAILS: Attach copy of flyer or agenda

Date of Event	Event Name	Location	Vendor (Ex: Genuine, Costco, Vons, Panera)	Estimated Cost	SmartKey

Specific items to be purchased:

Event Purpose/ Justification:

of Students:

of Staff:

of Community Members:

Date of Event	Event Name	Location	Vendor (Ex: Genuine, Costco, Vons, Panera)	Estimated Cost	SmartKey

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X

X

Requestor Signature/ Date

Direct Manager/ Date

X

Budget Approval Signature/ Date

X

X

VP Signature/ Date

VPAS Signature/ Date

For Office Use Only:

Business Service: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Log Number:	Date:
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Policy: Food purchases **MUST** follow these guidelines:

1. All food purchases for events and meetings **must** have prior approval. May use one form for multiple similar student focused events per semester. (Ex: routine monthly student outreach events)
2. Purchases without prior approval may not be reimbursed.
3. Payments are to be made by Business Services Office or by District check.
 - Limited Exceptions: Approved food requests that do not take online payment or over the phone payment can be purchased on P-Card with VP approval, written approval must be attached to receipt.
 - Expense Reimbursement is not allowed.
5. Facilities Use Request is required for all on campus events to reserve the space on campus for the event supported by the food request. Ensures that event space is not double booked.
6. Contact Business Services Office for questions on allowability and exceptions.
7. Catering Services require a contract, and an approved request form attached to a requisition. **Contract must be fully executed prior to the event.**

Event-Related Expenditures

Event expenditures may be incurred by or on behalf of employees or guests of the institution in the conduct of necessary business activities. Events must provide a benefit to the institution through the establishment of goodwill, promotion of programs, or the creation of opportunities in which the mission of the institution may be advanced. Events must be held on campus. Off campus, events require an approved OFF Campus Request form.

- Events may not be held at a staff or student's personal property.
- **A food request form is required to be approved prior to ALL events.**

On campus related food, purchases must be consistent with the criteria and funding type as cited under Appropriate Use of Funding Sources (link). Please note that **all home food deliveries are not eligible** using the Unrestricted General Fund. For other funding sources – please confirm their specific allowances, restrictions, and guidelines with their respective approvers who have oversight prior to purchase.

- Proactively plan for events to eliminate waste and leftovers, if leftovers are available, prioritize access for students, and let Basic Needs Center know.

Event expenses include, but are not limited to:

- Meals/Food
- Beverages
- Contracted Rentals

Major Staff Development & Extended Meetings

- Required documentation for meetings: a formal agenda/event invitation, a list or roster of invitees/attendees, and an attendee sign-in sheet.
- Light refreshments only (coffee, water, pastries) can be served throughout the day.
- **Meetings: On-campus**
 - Meals/food purchased for extended meetings attended only by institution employees should be infrequent and will only be eligible for support if scheduling during normal mealtimes is unavoidable.
 - Extended meetings are meetings three or more hours in a single day and may cross over a normal mealtime.
- **Meetings: Off-campus**
 - Meals at off-campus restaurants are appropriate event expenses if the purpose of the activity is business-related and intended to promote goodwill with external (non-employee) constituents.



- Meals at off-campus restaurants where the attendees are only internal institutional employees must be pre-approved by the President's Office/ Vice Chancellor.
- Required documentation:
 - Business purpose must include what was discussed at the meeting or an agenda, attendee name(s), and their relationship to the institution.
 - A detailed receipt showing number of meals, total cost, gratuity/tip (20% max), and tax.

Snacks and Beverages

Snacks and beverage items purchased for business meetings with official administrative functions such as advisory boards or institutional committees may be necessary and for these extended meetings are allowable event expenses.

The purchase of snacks and beverages for personal consumption in staff offices or general reception areas (i.e., coffee, soft drinks, bottled water, disposable paper and plastic ware, etc.), **is strictly prohibited**.

Allowable Funding Source

Program Trust Funds (Athletics/ Music/ etc.): Food/ catering must be for the specific program it is intended for. Alcohol purchases are prohibited. Trust Funds are subject to applicable state and federal laws and regulations. In addition, they operate within the policies established by GCCCD. The trust does not receive funding from General Fund sources. Trust funds are to be consistent with the purpose to which the funds are held in the trust and are to support, enhance or further improve conditions for the intended area.

- Example: Money collected for athletics should be expensed to benefit that activity.
- **Money must be turned in immediately in compliance with cash handling protocols.**

Restricted Funds: Reference Operating Procedure PU6 Restricted Funding Procurement

Instructional Fees: Funds collected for instructional off-campus event must be used for its intended purpose. Alcohol purchases are prohibited.

Facility Rental

- Events: Non-Food vendors
- **Facility request form required**
- Certificate of Insurance required
- Examples: All space usage outside of scheduled classes.

Food Purchase for events and meetings

- **4410 Spend Category**
- May purchase using a **PO or Business Services Office or Authorized Pcard Holder**
- Authorized Pcard holders are Admin Assistants and Managers with no Admin Assistant
 - Food orders for Pickup and/ or Delivery
- **Food Request Form required**
 - Examples: Panera, Costco, Golden Bagel, Smart & Final, Pizza Delivery.
 - Smart & Final is a Purchase Order
 - Online Costco Orders are required to use District login and place order with a Pcard.



Catering Services

- **5120 Spend Category**
- **Food Request Form required**
- **Professional Service Contract and Requisition is required.**
 - Health Permit and Certificate of Insurance Required
 - For all vendors who will prepare or serve food on District Property. Examples: Food Trucks, Taco Bars, Ice Cream Truck, staffed catered tables.
 - Automatic gratuities are required to be included in quotes. Additional tips are not authorized.
 - Deposits are limited to 50%
 - Final payment is recommended to be paid by warrant to avoid surcharges. Check will be available day of the event from Accounting. A minimum of 5 business days is required to process a check after a contract is signed.



Preparing food outside of a contract or a culinary classroom for consumption is prohibited

High School Student Events

- Partnership Programs: Outside District Certificate of Insurance required is required. When minors are accompanied by partnering District, that District is solely responsible for their minors.
- <https://www.gcccd.edu/purchasing-contracts/gcccd-employee-information/policy-and-procedure.php>
- **Facility Use Request form is required**

Athletic Meals and Recruitment

- The California Community College Athletic Association (CCCCAA) permits meal purchases for recruiting. Section 2.5 (A) (6) of the 2024-25 BYLAWS states:
- “The following are allowable activities for recruiting students from within the state of California.

- 6. Arranging or providing for a meal or meals during a campus visit.”
 - Note: The CCCAA interprets this provision to mean only meals on campus are allowed.
Meals off campus at a restaurant or someone’s house are prohibited.
 - Only non-public funds may be used by the college to expense meals, which includes “trust” fund dollars (Fund 79). Providing meals or other inducements to athletes for recruitment using public funds is unlawful and carries a \$10K penalty. The distinction between public and non-public funds is critical to the legality of the practice.
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