ADMINISTRATIVE PROCEDURES

Procedure Number: 3-27

Effective Date: 09/06/2006
Revision Date: 07/20/2016

Administrator

SUBJECT: **FOOD AND BEVERAGE PURCHASES**

DEPARTMENT RESPONSIBLE: **All County Departments**

1. STATEMENT

Food and beverage purchases using County funds may only be made when there is a clear public benefit, such as providing food and beverages to persons incarcerated or detained at a Pima County correctional facility; or for such public events as meetings to which the general public has been expressly invited through a public notice, including meetings of Boards, Commissions, or Committees; or public events such as ribbon-cutting ceremonies; or for members of the public served by the Health Department for programs that supply food or beverages, such as the Women and Infant Children (WIC) program.

Under no circumstances may alcoholic beverages be purchased using County funds except for sobriety training by the Sheriff's Department.

Any purchase of food or beverages not specifically authorized by this Procedure must be **pre-approved** by the appropriate Deputy County Administrator using the attached Pre-Approval of Food or Beverage Purchase form. The form is valid for one purchase; it is not a blanket approval for multiple purchases. An on-line, fillable form is also located at: Finance and Risk Management Intranet, Forms tab, Finance Administration sub-tab.

2. EXCEPTIONS TO THIS PROCEDURE INCLUDE THE FOLLOWING:

- Food and beverages for first responders and incident team members during an emergency event, including SWAT callouts, natural or manmade disasters, undercover surveillances, search and rescue missions
- Bottled water and ice for employees who are working in a location that does not have potable water to fill water thermoses for employees working outdoors or in locations that are not air conditioned.
- Food and beverages used by Natural Resources, Parks and Recreation for publicly attended classes for children.

- Food and beverage purchases when a mandatory training session is not held within walking distance to restaurants or other food vendors. Note that any other food and beverage purchase using County funds for staff meetings, employee or department recognitions, holiday events, "working lunches," training sessions, staff meetings, or for any other purpose is strictly prohibited.

- The purchase of water, coffee, sugar, creamer, and the like, for use in serving such items at meetings with non-County individuals meeting with the Appointing Authority of a Department, even if such items are also consumed by County employees in the office of the Appointing Authority.

3. PROCEDURE FOR REIMBURSEMENT

A. If food or beverages are purchased, submit a Payment Request document (PR) in AMS Advantage for payment of the invoice charging the accounting string combination of the Department sponsoring the meeting or event. If the documentation listed below is not attached to the PR, the PR will be rejected and the Department will need to resubmit a PR with proper documentation. The following documents and information must be attached to the PR:

1. A copy of the meeting notice/announcement and the reason for the meeting must be attached to the PR document.

2. A copy of the signed Pre-Approval of Food or Beverage Purchase form must be attached to the PR document for any item which is not specifically authorized by this procedure.

B. If food or beverages are purchased using a P-Card issued by Procurement, provide the same documentation to Procurement as described in Section 3.A(1) and (2) above with the monthly P-card statement approved by the Department P-Card Administrator certifying that all food and beverage purchases were compliant with this procedure. If such documentation is not presented to Procurement, Procurement will request a copy of such documentation from the Department that purchased the items.

C. If grant funds are used to purchase food and beverages, submit a PR for payment of the invoice charging the accounting string combination of the Department sponsoring the meeting or event and:

1. A copy of the face page of the grant showing the Board of Supervisors' approval and documentation from the grant agreement allowing food and/or beverage purchases must be attached to the PR document.

2. A copy of the signed Pre-Approval of Food or Beverage Purchase form must be attached to the PR document for any item which is not specifically authorized by this procedure.

3. If the appropriate grant documentation is not attached, the PR document will be returned to the Department unpaid.

4. RESPONSIBLE PARTY

All Departments are responsible for complying with this Procedure.

Attachment 1

Print

PIMA COUNTY

Pre-Approval of Food and Beverage Purchase

Notes:

- This form is for any item which is not specifically authorized by Administrative Procedure 3-27.
- This form's approval is required prior to purchase being made.
- This form is for one purchase, not a blanket authority for multiple purchases.

Department:

Date Submitted: Date of Planned Purchase:

Purchase with PCARD: Yes ☐ No ☐ Cardholder Name:

Vendor: Estimated Amount:

Expected Participants:

Event description and reason there is a public benefit for the County to purchase food:

Approved: Yes ☐ No ☐

Signature, Deputy County Administrator Date

Revised: 07/12/16