

Wood County Alcohol, Drug Addiction and Mental Health Services Board
Policy and Procedure Manual

Purchasing regarding food	Section N/A
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PURPOSE: To provide guidance regarding the purchasing of food and drink for Board hosted events.

POLICY: Board staff shall not use appropriated funds to purchase food unless staff ensure that the provision of food is a necessary expense and one of the established exceptions below applies. However, food purchases should be infrequent and only made when benefit outweighs cost. No state or federal funds should be used to purchase food or drink unless the funding source explicitly states otherwise.

The two exceptions to the general policy are as follows:

1. **Training Events:** When the Board is hosting trainings in the community or executing Board related activities (i.e., board retreat.) that are scheduled to occur for four or more hours or span a reasonable and customary meal time.
2. **Appreciation Events or Award Ceremonies:** The use of appropriated funds to provide food and non-alcoholic beverages at awards ceremonies when it has been determined that such food would materially enhance the awards ceremony in furtherance of the objectives of the awards. However, awards ceremonies must emphasize public recognition of performance.

PROCEDURE: All food purchases will require executive director, or designee, approval prior to purchase. Board staff will submit all related documentation of costs to Finance Director.