

# ADMINISTRATIVE PROCEDURES



Procedure Number: 3-27

Effective Date: 09/06/2006

Revision Date: 01/03/2012

*C. D. Melby*  
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Administrator

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SUBJECT: **FOOD AND BEVERAGE PURCHASES**

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DEPARTMENT RESPONSIBLE: **All County Departments**

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## 1. STATEMENT

Food and beverage purchases using County funds may only be made for public meetings to which the general public has been expressly invited through a public notice, including meetings of Boards, Commissions, or Committees as identified on the list maintained by the Pima County Clerk of the Board. Exceptions to this paragraph include and are limited to bottled water for employees who are working in a location that does not have potable water and ice to fill water thermoses for employees working out-of-doors or in locations that are not air conditioned.

Food and beverage purchases using County funds for staff meetings, training sessions, or staff meals for any reason are specifically prohibited.

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

This procedure does not abrogate the County's responsibilities toward inmates of the County's correctional facilities, or members of the public served food or beverages by the Health Department for programs that supply food or beverages (e.g. WIC).

## 2. PROCEDURE FOR REIMBURSEMENT

A. If food or beverages are purchased for a public meeting to which the general public has been expressly invited through a public notice or for a Board, Commission, or Committee meeting, 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 and signed by an Appointing Authority or designee.

1. A copy of the meeting notice/announcement must be attached to the payment request.
2. If the meeting notice/announcement is not attached, the payment request will be returned to the Department unpaid.

- B. If grant funds are used to purchase food and beverages, 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 and signed by an Appointing Authority or designee.
  - 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 payment request document.
  - 2. If the appropriate grant documentation is not attached, the payment request will be returned to the Department unpaid.

**3. RESPONSIBLE PARTY**

Any questions regarding this procedure are to be referred to the Department of Finance and Risk Management.