

ACQUISITION OF FOOD ITEMS SPECIFICALLY AUTHORIZED BY STATUTE

It is the responsibility of the individual completing this form to ensure the proper Statutes, Rules, Policies and Procedures are followed for any and all food acquisitions. Food purchases that are specifically authorized by the Office of Management and Enterprises Services (OMES) Procedures or State Statute:

Requestor's Name:	Date of Event:	Location of Event:
Estimated Number of and types of Attendees (i.e. 6 Staff, 15 Offenders, 3 Community Leaders, etc.):		
Estimated total amount of expenditure:	Funding to be used (i.e. 19xxx/20500):	
Where will the items be purchased from and what statewide contracts if any are to be used:		
Completion of OMES Form(s) 109: Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Light Refreshments - OMES operating procedures (Chapter 300, Section 319 A.) do allow for the limited purchase of light refreshments in the following situations:

- Payments for purchase of light food and drink items, such as doughnuts, cake, coffee, tea, soft drinks, used as refreshments and required in connection with meetings or similar type activities held or conducted for and in the interest of the general public, shall be considered a valid operating expense of the agency to the extent that such purchases serve a public purpose. This also covers payments for purchase of related refreshment service items, such as disposable plates/flatware, stirrers, coffee cream, sweeteners, etc.
- A "public purpose" shall mean activities or functions conducted/held in the interest of the general public at large. The general public at large may include business guests of the agency (Does not include Staff Meetings, Events, etc.).

Meals - The following list provides situations whereby Oklahoma statute specifically authorizes the department to provide meals:

- Food for consumption by offenders is authorized by 57 O.S. § 533.
- Meals for employees in travel status in lieu of per diem; and, meals for employees, regardless of travel status, who are attending an official course of instruction or training conducted or sponsored by any state agency is authorized by 74 O.S. § 500.2 (State Travel Reimbursement Act).
- Employee Recognition Banquets is authorized by 74 O.S. § 4121 C.
- Canteen operations and employee/offender welfare fund expenditures as authorized by the Canteen System Board of Directors and by OP-120701 entitled "Canteen Operations and Employee/Inmate Welfare Fund" is authorized by 57 O.S. § 537 B.



This form must be filed with your acquisition documents (ie. SYSCO invoice, p-card statement, purchase order, etc.)