

# ACQUISITION OF FOOD ITEMS

1. Food items may only be purchased by the department in limited situations. All authorized acquisitions of food items must:
  - a. Comply with approvals as required below;
  - b. Be processed using the appropriate method of acquisition; and
  - c. Identify on the purchasing document(s) the specific authority for the acquisition.
  
2. Food purchases that are specifically authorized by the Office of State Finance (OSF) Procedures or State Statute:
  - a. Light Refreshments - Office of State Finance operating procedures (Chapter 300, Section 319 A.) do allow for the limited purchase of light refreshments in the following situations:
    - (1) 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.
    - (2) 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.
  - b. Meals - The following list provides situations whereby Oklahoma statute specifically authorizes the department to provide meals:
    - (1) Food for consumption by offenders is authorized by 57 O.S. § 533.
    - (2) 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).
    - (3) Employee Recognition Banquets is authorized by 74 O.S. § 4121 C.
    - (4) 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.
  
3. Other Food Purchases as Approved by the Department
  - a. Shall be authorized by the Director.
  - b. In addition to the specific authorizations listed above; there are limited instances where departmental approval may be given to expend appropriated funds for food purchases that are necessary and serve a public purpose that affects the inhabitants of the state as a whole. Consideration is given on a case by case basis and requires documentation, thorough analysis of the facts surrounding the situation, and prior approval by the director or designee.
  - c. Facilities, districts, division, or units must seek prior approval by submitting a request through their proper chain of command to the administrator of Contracts and Acquisitions ([tina.hicks@doc.state.ok.us](mailto:tina.hicks@doc.state.ok.us)) for review. Upon confirmation that the basic criteria are met, the administrator of Contracts and Acquisitions will then forward the request to the director, or its designee for final approval. The request shall, at a minimum, contain the following information:
    - (1) Name of person submitting the request;
    - (2) Estimated total amount of expenditure;
    - (3) Description of food being purchased.
    - (4) Description of event, including date, location, purpose, and attendees; and
    - (5) Description of how the expenditure serves a lawful public purpose that affects the inhabitants of the state as a whole rather than as individuals.

## OTHER FOOD APPROVAL ROUTE SLIP

Requestor's Name:	
Estimated total amount of expenditure:	
Description of food being purchased:	
Description of event, including date, location, purpose, and attendees:	
Description of how the expenditure serves a lawful public purpose that affects the inhabitants of the state as a whole rather than as individuals:	

<b>BY SIGNING, THE REQUESTOR CERTIFIES THAT THE "EXPENDITURE SERVES A LAWFUL PUBLIC PURPOSE THAT AFFECTS THE INHABITANTS OF THE STATE AS A WHOLE RATHER THAN AS INDIVIDUALS"</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>DIVISIONAL REVIEW REQUIRED</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>ADMINISTRATOR OF CONTRACTS &amp; ACQUISITIONS REVIEW REQUIRED</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>DIRECTOR OR DESIGNEE APPROVAL REQUIRED</b>	<b>SIGNATURE</b>	<b>DATE</b>