

BUSINESS OFFICE

Food Purchases With State Funds

Revision Date 9/7/18



FORT HAYS STATE
UNIVERSITY

Forward thinking. World ready.

Policies:

Food can only be purchased if one of the following applies:

Official Hospitality (Spend Category: 529700)

- Only allowed with Funds 2000, 2040, 5010, or 5020. Refer to the Official Hospitality procedures for more information and guidelines.

Fees Collected (Spend Category: 532010)

- The expenditure must be made from the cost center in which the funds were deposited. The purpose and the cash sale # must be referenced in the memo of the Procurement Card Verification or Supplier Invoice.

Grant Allows for Food (Spend Category: 532010)

- A copy of the budget page from the grant stating that food is allowed must be attached in the Procurement Card Verification or Supplier Invoice.

Required as Part of the Contract (Spend Category: 532010)

- A signed copy of the contract must be attached in the Procurement Card Verification or Supplier Invoice.

Food for Classroom Use (Spend Category: 536900)

- Food is not consumed, but rather used in the classroom setting for instructional purposes.

Food purchased for resale (Spend Category: 539900)

- Example: Snacks for KWEC Gift Shop

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Travel Per Diem (Spend Category: 525X80)

- See [travel guidelines](#) for meal reimbursement

Note:

Chartwells is the mandatory state contract vendor for on-campus food services. Chartwells will accept P-card payment. Any payment to Chartwells should be made using the P-card. Chartwells is to be used exclusively in the Union and Residential Life areas. No other catering company may be used. Other campus areas may use a different vendor for food deliveries only; food may not be served by the vendor.