

BUSINESS OFFICE

Food Purchases With State Funds

Revision Date 6/26/24



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

Notes:

- Union Catering Company is the mandatory state contract supplier for on-campus food services. Union Catering Company will accept p-card payment. Any payment to Union Catering Company should be made using the p-card. Union Catering Company is to be used exclusively in the Memorial Union, Quad, Fischli-Wills Center for Student Success, and Residential Life buildings. No other catering company may be used. Other campus areas may use a different supplier for food deliveries only; food may not be served by the supplier.
- Pepsi is the exclusive beverage contract for FHSU. This includes purchases of bottled water and all Pepsi products. **No other brands are allowed.** Please order bottled water through the Union Catering Company.