



To: CAS Department Manager  
CAS Chairs and Directors  
From: Elizabeth Bakanic, Associate Dean, Finance and Budget Management  
Re: Updated Guidelines on Food Purchases  
Date: May 26, 2021

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With fall semester and the July 19<sup>th</sup> return to campus date fast approaching, we have new guidance allowing for greater flexibility on food purchases using university funds for certain broad categories. Food purchases are now allowed in the following categories, within the limits specified:

- **Student Facing Events:** These events would include orientation, commencement, award ceremonies, and similar student-focused gatherings. Departments should limit total spending to \$20 per person, with anything greater requiring SAD and AD for Finance pre-approval via email.
- **Faculty recruitment:** Meals with faculty candidates for the purposes of recruitment. Departments should avoid overly costly choices and may want to limit attendance. Over-the top purchases may bring scrutiny that could limit future flexibility.
- **Event food purchases specifically contemplated in gift agreements:** If a restricted gift/trust fund specifically allows for food purchases or event funding necessitating food, then moderate spending is acceptable using these restricted funds.

Please remember that even though spending now is allowed for these type of events, the costs and choices need to be more reserved than normal to avoid a negative perception of our operations. Moderation in our food spending continues to be important for prioritizing our academic objectives and financial sustainability.

Keep in mind, under current campus guidelines, any spending for 'meetings and amenities' which exceeds \$1,000 still requires MCU approval'. Total expenditures below \$1,000 in the above categories do not require specific approval, unless they exceed limits set above.

There will continue to be a restriction on food purchases using university funds for events such as retirements, office parties, and faculty/staff meetings. This guidance comes directly from our central campus partners and our cooperation is needed to protect both the campus and the College overall state budgets.

We will continue to monitor campus guidance related to these expenditures and provide updates as available. Thank you for your cooperation.