

# **Cañada College**

## **Guidelines for Food Purchase**

### **Draft**

## **Accountability**

All funds held in a college account for supporting the college are considered public funds and must be used for supporting the educational mission (e.g. General funds, restricted funds, grant funds, and other auxiliary funds).

Public employees can face potential legal liability, including taxpayer lawsuits, civil and criminal penalties, and the loss of public confidence, for the misuse or improper expenditure of public monies. (See Gov. Code § 8314; Pen. Code § 424.)

The California Supreme Court also held that public officials may be held personally liable if they fail to exercise due care and reasonable diligence in authorizing the expenditure of public funds.

Expenses are most likely justified when they will directly benefit the education of students in the district.

## **Unallowable Food Expenditures**

- A social gathering where a meal is provided for employee recognition such as for birthdays, secretary day, etc.
- Meals for employees or family members that have no relationship to school business (e.g. breakfast, lunch, dinner) when the individuals otherwise would have provided their own meals.
- Staff parties or picnics.

## **Allowable Food Expenditures**

- Refreshments/meals for meetings for the purpose of conducting school business (e.g., curriculum meeting during lunch)
- Snacks, refreshments and food for students in the course of the school day that are deemed to contribute to the educational process (e.g., during testing)

## **Authority for Food Purchases**

For school business, requiring meals/food to be provided a list of participants should be maintained and submitted with receipts, a description of the activity, and the date of the event.

**Any hospitality/food expenses (food and supplies) in excess of \$200, including purchases made via pro-cards, requires prior approval/signature of the President or Vice President of Administrative Services. Any questions about the appropriateness of a food purchase should be address with the President or Vice President before the purchase is made.**