

# Cosumnes River College - Standard Operating Procedure

## Special Activities (Food, Awards, Promotions, Etc.) and Other Activities with Food Services

**Responsible Division: VPA**

(05/16)

**Purpose:** Identify procedures for activities covered under Board P/R-8361, such as food, awards, promotions, etc. as well as other college activities in which food services are required.

**Criteria:** Board P/R-8361 identifies special activities as: events, meetings and other activities that promote the district/college, facilitate engagement between the district/college and the community (advisory group meetings, attendance at community/district-sponsored events, etc.) and recognize outstanding achievement or exemplary service of students or employees (honors and awards ceremonies, staff recognition events, etc.). All costs (food, awards, supplies, etc.) associated with these events must be classified as special activities and are subject to the limit defined in board policy. Generally, all food purchase with college funds, other than those specifically associated with an approved staff development activity, authorized travel (including athlete meal reimbursements) or other allowable exception such as categorical programs (e.g., Puente, CARE) are included in special activities and are subject to the terms of P/R-8361.

Requisitions for all food services must be approved in advance by the appropriate manager and President/VP responsible for the program/activity based on the following criteria and the procedures below:

- Allowable – based on applicable statutes, funding guidelines, District policies/regulations, IRS regulations.
- Appropriate - food service is necessary or very important to achieve program/activity objectives and type and amount of food ordered is reasonable.
- Effective – best use of resources to achieve college’s strategic plan.
- Consistent – with District/College practices. Food should not create disparate benefits for employees working on certain programs.

**Note:** Employees are compensated for their services by their regular salary, including faculty college service, or supplemental wages. If food is provided to employees in the course of their regular employment outside of the specific authorized exceptions noted above, the IRS requires that we track and report the value as additional compensation on the employee’s W-2 so employees must be notified. All exceptions should be approved by the College President.

All food served on campus must be purchased from the District’s food services contractor according to the exclusive rights provided under the District’s Food Services Agreement, except as follows: 1) vending machines, 2) “limited food services provided through the Culinary Arts Program”, 3) “identified periodic student fund raising activities” (up to 4 days per semester) for student clubs to use licensed third-party caterers for fundraising purposes (requires a minimum of 3 weeks’ notice to the contractor and VPA approval).

### **Procedures:**

#### **Food services**

1. For new events/activities, obtain President’s/VP’s approval of the event, proposed menu and total budget at least 4 weeks prior to the event date.
2. For repeat and approved new events/activities, obtain quote from Aramark at least 3 weeks prior to the event date. If Aramark waives their exclusive rights to provide food services for an activity, obtain written verification from an authorized Aramark representative. To avoid misunderstandings and errors in the order and approval, make sure that each quote for food services has an accurate and complete description of the event, date, time, location, # of attendees and unit price, description of food and services and other details (e.g., table coverings/decorations, china/silverware, condiments, etc.). Note: To minimize the cost, order in bulk quantities (e.g., cookies by the dozen, water/lemonade by the gallon), unless pricing for small groups is cheaper by unit prices. Avoid over-ordering. Know your audience and order accordingly. Not every member of an advisory committee will eat cookies or drink coffee in the afternoon; however, some students may have two cookies, while others have none.
3. At least 2 weeks prior to the event date, complete campus-based requisition and route along with the quote for approval by the Event Manager, President/VP, and VPA. For events funded by restricted funds, make sure that the categorical program box is completed and the budget number is included.
4. VPAs Administrative Assistant (VAA) will forward a copy of the completed requisition to Aramark and hold original with quote until invoice is received.
5. After the event, Aramark will email the final invoice to the event manager with cc to VAA. Event manager emails VAA with final approval (after verifying that invoice is accurate – reflects goods ordered/delivered). Any issues or concerns with the food services or invoice should be reported to the VPA and VAA.
6. VAA forwards Campus-based Requisition with invoice to BSO for payment.

#### **Other Special Activities Costs (Supplies, recognition awards, etc.)**

1. Follow appropriate procedures above, whenever possible.
2. When advanced quotes are not obtained (minor supply purchases), route completed Campus-based Requisition along with the receipt to the President for approval, then forward to VPA and BSO for payment.