

POLICIES AND PROCEDURES MANUAL

Chapter:	Finance		
Title:	Food Purchases		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/> Page: 1 of 2	Review Cycle: Biennial Author: Chief Financial Officer	Adopted Date: 03.05.2019 Review Date: 05.13.2025	Related Policies: Financial Management

Purpose

The purpose of this policy is to establish consistent guidelines for the purchase of food for internal and external meetings.

Policy

During the process of conducting official business, Mid-State Health Network (MSHN) staff may purchase food for internal and external meetings.

Please Note: This policy does not supersede food purchases occurring during conference attendance and travel. Purchases in this category should follow MSHN's travel reimbursement policy.

Internal Meetings

An internal meeting is defined as a gathering primarily of MSHN staff. The purchase of food for such meetings are generally specific to mandatory annual trainings. Food purchases must be reasonable in nature based on guidelines in 2 Code of Federal Regulations (CFR) 200 Subpart E. Food purchases for internal meetings other than those defined for training must be approved in advance by MSHN's Chief Executive Officer (CEO) or Deputy Director (DD).

External Meetings

An external meeting is defined as a gathering primarily of Community Mental Health Service Program (CMHSP) Participants, Board of Directors, and/or Stakeholders with MSHN staff for the purpose of official business. Examples of external meetings as defined in this section include but are not limited to MSHN Board of Directors, Operations Council, Oversight Policy Board (OPB) meetings, as well as meetings of business partners, providers, legislators, state or local officials for business purposes. The purchase of food for such meetings must be reasonable in nature based on guidelines in 2 CFR 200 Subpart E.

Reasonable in Nature

MSHN deems purchases reasonable in nature to include prepared sandwiches, pre-ordered meals, snacks, non-alcoholic beverages, and other miscellaneous food items.

Applies to:

- ☒ All Mid-State Health Network Staff
☐ Selected MSHN Staff, as follows:
☐ MSHN's CMHSP Participants: ☐ Policy Only ☐ Policy and Procedure
☐ Other: Sub-contract Providers

Definitions:

CEO: Chief Executive Officer

CFR: Code of Federal Regulations

CMHSP: Community Mental Health Service Program

DD: Deputy Director

MSHN: Mid-State Health Network

OPB: Oversight Policy Advisory Board

Other Related Materials:

N/A

References/Legal Authority:

2 CFR 200 Subpart E

Change Log:

Date of Change	Description of Change	Responsible Party
11.26.2018	New Policy	Chief Financial Officer
01.2021	Biennial Review	Chief Financial Officer
01.2023	Biennial Review	Chief Financial Officer
12.2024	Biennial Review	Chief Financial Officer