

## POLICIES AND PROCEDURES MANUAL

<b>Chapter:</b>	<b>Finance</b>		
<b>Title:</b>	<b>Food Purchases</b>		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/> <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Biennial  <b>Author:</b> Chief Financial Officer	<b>Adopted Date:</b> 03.05.2019  <b>Review Date:</b> 05.09.2023	<b>Related Policies:</b> 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:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
11.26.2018	New Policy	Chief Financial Officer
01.2021	Biennial Review	Chief Financial Officer
01.2023	Biennial Review	Chief Financial Officer