

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Food and Beverage Purchase - Town Staff,
Boards, and Commissions

NO: Policy # 120.11a

DATE: 10/9/18

AMENDED:

DISTRIBUTION: All

BY: Sharron L. Howe
Asst. to Town Manager

APPROVED: Town Council - 10/9/18

I. PURPOSE

To provide guidelines for the purchase of food and beverages with Town funds. It is recognized that there will be circumstances when it is appropriate for Town funds to be used to pay for food and beverages consumed by Town Staff, Boards and Commissions. As a public organization, the Town must demonstrate the prudent use of funds entrusted to it by its constituents. The residents and general public must be assured that funds are wisely spent and do not personally benefit Town officials.

II. RESPONSIBILITY

All Town Staff and members of Boards and Commissions shall use the following procedures when using Town funds to pay for food and beverage.

III. FORMS

IV. PROCEDURE

On occasion, Town Staff and members of Boards and Commissions who are hosting meeting and conferences may be provided with meals, beverages (excluding alcoholic beverages), and snacks. Board and Commission Chairs must obtain approval in advance from the Town Manager or designee for any meal or hospitality expenses.

Group meals must have a documented business purpose and the expenses must be reasonable and not personally benefit any Town Staff, Board or Commission members. Whenever feasible, group meals (platters, trays, buffet items, etc.) as opposed to individual meals should be purchased. Prior approval from the Town Manager or designee must be obtained for any individual meal exceeding \$12 per person. Please note that any collective bargaining agreement will supersede this policy.

Professional Organization Sponsored Meetings/Events: The Town will pay the cost of meals included as part of the registration or meals purchased separately to be consumed at meetings held during a meal time (e.g. the Chamber of Commerce Annual Awards Dinner, membership associations, etc.).

This policy will be reviewed every two years for reconsideration.