



## Food, Alcohol, Entertainment & Gift Policy

**Adopted: November 1, 2022**

### **Policy Statement**

St. Norbert College supports a food, alcohol, entertainment and gift policy that promotes the value of radical hospitality while being good financial stewards of the college's resources. The intent of the policy is to provide guidelines for purchases of food, alcohol, entertainment and gifts.

### **Business Purpose for Food Purchases**

#### *College Meetings*

- Modest refreshments at college-wide or divisional/departmental meetings are allowable at either monthly or quarterly intervals. Food purchased for a regular scheduled weekly meeting or for daily consumption within an office or classroom is an inappropriate use of college funds. Food purchased for one-on-one or small ad hoc meetings or working lunches among SNC employees is also not an appropriate use of college funds.

#### *Scheduled & Planned Events*

- The use of college funds may be used to purchase food and alcohol at events with a specific business or academic purpose, including college-wide or divisional/departmental events that occur on a routine (annually, quarterly) basis. Examples of such events may include retreats, colloquia, workshops, professional development or training or onboarding activities, picnics, holiday gatherings, donor relations events, community events, and/or college-wide celebrations.

#### *Travel & Entertainment*

- It is permissible to use college funds to purchase food while traveling for a business purpose, such as for offsite professional development activities, admissions travel, athletic team travel, donor relations events and/or other legitimate business purposes.

#### *Alcohol*

- Alcohol may be purchased in conjunction with a scheduled or planned college event.
- Donor relations meals may also include reasonable alcohol purchases.
- All employees are expected to abide by federal, state and local laws regarding alcohol consumption.

### **Non-Business Food Purchases**

The use of college funds for non-business food and/or beverage purchases is prohibited. Examples of such non-business uses include:

- Lunch or coffee with a colleague;
- Gatherings for the separation of a colleague, other than a retirement;
  - Refer to Human Resources for the retirement gift/celebration guidelines
- Birthdays, life events, or other individual celebrations;
- Office candy, water, coffee, snacks, etc. for employees;

- Hospitality for guests, such as for the welcome center or during community events, is permitted.
- Purchase of food or beverage for spouses or family members of college employees. An exception may be granted if the employee has a specific donor relations obligation and the spouse/partner may be present at the event.

### **Catering Vendor**

Employees are strongly encouraged to use the College's internal Auxiliary & Hospitality Services for onsite catering.

### **Entertainment**

It is generally not acceptable to use college funds on entertainment, such as movies, sporting events, etc. with the following exceptions:

- Golf, sporting or event tickets may be purchased for donor relations events;
- College funds may be used for entertainment included in educational programming (camps, classes, orientations, etc.), student events, or faculty research; and
- College funds may be used for entertainment included in divisional/departmental retreats.

### **Gifts**

Except for college branded or promotional items, gifts to employees are generally not permitted to be purchased using college funds. Human Resources policies provide guidance on retirement gifts.

### **Flowers**

College funds may be used to purchase a modest floral arrangement (or a donation in lieu of flowers) from the department or division for faculty, staff or students in the following circumstances:

- Hospitalization;
- Death; or
- Death of an immediate family member.

In this circumstance, we ask that departments communicate so that only one area is sending a floral arrangement or donation.

### **Documentation**

- Each transaction should include a legitimate business purpose as well as the proper account coding.
- Transactions pertaining to travel, meals, and/or entertainment must include a list of attendees.
- Entertainment that involves a meal and/or drink requires an itemized receipt. An aggregate receipt is not sufficient.
- The college is tax-exempt. Cardholders are expected to provide suppliers with the college's tax-exempt number; this is printed on the bottom of the purchasing card. A tax-exempt certificate is available on the Accounting Services website. Some exceptions may occur for out-of-state travel. Individuals may not use the college's sales tax exemption for personal use.