

**Board of County Commissioners  
Leon County, Florida**

**Policy No. 04-6**

Title:	Policy for Purchases of Food, Beverages, and Supplies
Date Adopted:	December 12, 2023
Effective Date:	December 12, 2023
Reference:	N/A
Policy Superseded:	Policy No. 04-6 “Policy for Purchases of Food, Beverages and Supplies” adopted October 26, 2004; revised July 11, 2023

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It shall be the policy of the Leon County Board of County Commissioners, that Policy No. 04-6 “Policy for Purchase of Food, Beverages and Supplies”, adopted by the Board on July 11, 2023, is hereby amended and a revised policy is adopted in its place, to wit:

**I. PURPOSE**

This policy shall define authorized expenditures by Policy No. 04-6 as amended herein, for food, non-alcoholic beverages and supplies.

**II. SCOPE**

Policy No. 04-6 applies to all County business units, departments, divisions and any governing body of Leon County. It encompasses any purchasing means, including P-Card, purchase order, and personal funds (for subsequent reimbursement).

**III. POLICY**

1. The Policy for Purchases of Food, Beverages, and Supplies authorizes the purchase of all or a portion of food, beverages, supplies and incidental expenses when such expense fulfills a public purpose. Food may include refreshments or meals depending upon the circumstances, and with prior approval by the County Administrator or designee. The purchase of alcoholic beverages is subject to prior approval by the County Administrator, or designee, for County-related events. Supplies may include generally accepted articles of appreciations and awards purchased in accordance with the established Leon County Awards Program. Incidental expenses include room setup charges, table linens, table decorations, and gratuities. The purchase of food beverages, supplies, and incidental purchases are authorized for the following meetings, events, functions and situations:
  - a. For County-sponsored meetings, events and functions involving citizens (e.g. Citizen Engagement Series, Leon County Sustainability Summit, public

- information meetings, educational programs, ribbon-cutting events, and ground-breaking ceremonies).
- b. For meetings that span traditional meal periods involving boards, including those which receive compensation (e.g. Board of County Commissioners); such expenses may be incurred for any required attendee provided that the meeting takes place and the attendee is present before and after the traditional meal period being spanned.
  - c. For meetings and special events sponsored by other organizations but that include County participation when such an event furthers a County purpose.
  - d. For Employee Appreciation Events when recognition is the primary focus of the event. Invited guests may be included at such events.
  - e. Meals for employees required to work during a local state of emergency declared pursuant to Chapter 2, Article VIII, of the Code of Laws of Leon County, Florida. The purchase of meals for employees required to work in various assigned locations during a state of emergency including, but not limited to: the Emergency Operations Center (EOC), sandbag locations, comfort stations, emergency shelters, employee sheltering/standby locations, emergency response functions such as road clearing, debris removal, etc.
  - f. Meals when employees and others are not permitted to leave for meals due to emergency circumstances, as approved by the County Administrator.
  - g. Senior managers may take customers, dignitaries, and “out of town official visitors” to a meal to explore County-related issues, with prior approval of their supervisor. Such activities shall be the exception and not the rule.
  - h. Employees making out of town site visits to other governmental offices may take their hosts to a meal.
  - i. Food for team recognition events celebrating completion of a team’s project.
  - j. Food may be purchased for selected special events if prior approval is granted by the County Administrator, or designee.
  - k. Employees called in to work on evenings, weekends, and holidays, when not regularly scheduled, may be provided with food.
  - l. Reimbursement of employees for attending special events where the employee is representing the County in an official capacity, such as the United Way kickoff luncheon, Legislative reception, Chamber of Commerce, etcetera.
  - m. In-County business travel including mileage and meals, as required and approved by managers, including for professional education. Examples include monthly luncheon meetings of a professional organization, such as planners, county administrator, engineers, and attorneys.

- n. Off-site meetings when working through a mealtime, such as work sessions at the Florida Association of Counties, with prior approval of the County Administrator or designee.
- o. For service awards and other office-wide recognition events held during work hours.
- p. Retirement receptions to celebrate retiring employees.
- q. For educational or training events, new employee orientation, and large agency information sessions.
- r. For Commissioners and staff required to attend Commission Workshops and meetings.

If clarification is required to determine whether a purchase is permissible under this Policy, an individual shall contact their supervisor.

- 2. Certain categories of purchases are generally prohibited, although exceptions may be made by the County Administrator or designee. Refreshments shall generally not be purchased for:
  - a. Supervisor meetings, division meetings, and departmental meetings;
  - b. Birthday celebrations; and
  - c. Individuals working through lunch, whether planned in advance or not.
- 3. Funding of events is allowable when it is part of a comprehensive program, such as a Library program or a facility dedication. Pre-approval for these types of activities is required by the County Administrator or designee.
- 4. Any solicitation of food, beverages, supplies or incidental purchases from vendors for County events is prohibited. Except at a County event that includes vendors, any acceptance of food, beverages, supplies or incidental purchases from such vendors is prohibited.

#### **IV. PROCEDURES**

- 1. All expenditures of funds as authorized by County Policy No. 04-6 shall be supported by the department's County budget. All such expenditures are also subject to the Leon County Purchasing Policy.
- 2. Invoices and/or receipts associated with purchases made pursuant to County Policy No. 04-6 shall be detailed and submitted to the Clerk Finance Division within 30 days of the conclusion of the meeting, event, function, or situation.