

FOOD & BEVERAGE PURCHASE AUTHORIZATION

This form must be completed by person making requisition for food/drink items and signed by the Director of Finance - Requisition must be attached

Name:	Account#
Reason for Purchase:	How does this purchase support the function of your project/agency?

Attorney General Opinion

Q: May a state agency purchase food items and other refreshments for in-service training meetings?

A: No, there is no statutory authority for the purchase of food for in-service training meetings held by the agency. However, guidance rendered in an Attorney General's Opinion to Mabus dated March 4, 1985, states that in an effort to achieve a particular goal or perform a particular function which has been imposed upon them by legislative enactments may lawfully purchase coffee, coffee supplies, and soft drinks to be consumed by the participants in a meeting, seminar, workshop, or similar event provided the proper responsible officer or governing entity makes the determination, consistent with the facts, that the activity in question is reasonable, related and incident to said goal of function.

Q: Would refreshments that are permissible under the circumstances cited in an Attorney General's Opinion to Mabus dated March 4, 1985, include eatable items and other non-alcoholic beverages beyond those noted in that opinion?

A: Yes, an Attorney General's Opinion to Bryant dated July 30, 1999, states "In the March 4, 1985, opinion to Mabus we stated that state agencies and school districts, in an effort to achieve a particular goal or perform a particular function which has been imposed upon them by legislative enactment, may lawfully purchase coffee, coffee supplies and soft drinks to be consumed by the participants in a meeting, seminar, workshop or similar event provided the proper responsible officer or governing entity makes the determination, consistent with the facts, that the activity in question is reasonably related and incident to said goal or function. It is our opinion that this statement need not be limited to coffee, coffee supplies and soft drinks and may, depending on the facts, extend to include eatable items and other nonalcoholic beverages.

Q: When may a state employee's meal be paid for with agency funds?

A: When the employee is in travel status under Section 25-3-41 or the Attorney General's Opinion to Bryant dated July 30, 1999 pertains.

Jennifer Spring