

## Buffalo State Food and Beverage Allowability Chart

All expenses must be reasonable, necessary, documented, and further the mission of the college.

	Funding Source		
	State Appropriated (SP, DIFR, IFR, SUTRA)	BSC Foundation Funds (expenses are allowable in Fund Purpose)	Research Foundation Indirect Funding
Campus Receptions/Events/Activities clearly associated with Buffalo State's mission.	Yes (1)	Yes	No
Food Stock for Educational Purposes.	Yes	Yes	Yes
Enrollment Activities/Meetings with potential students, or non-campus personnel.	Yes	Yes	No
On Campus Workshops/Seminars that meet a clear business purpose which is open to the campus community or includes instruction to/from a campus area which includes off campus personnel. Pre-approval by a President's Cabinet Member is required for State Appropriated Funding.	Yes See (1)	Yes	Yes
Candidate interviews, and meetings held within a formal candidate itinerary which include faculty/staff involved in the decision making process (candidate spouse can also be included, faculty/staff spouse maybe included if candidates spouse is present).	Yes	Yes	Yes
Faculty/Staff Retreats (off Campus).	Yes	Yes	Yes
<a href="#">Student Club/Organization Meetings/Events, Faculty/Staff Attendance &lt; 20%</a>	Yes	Yes	No
Non-Credit Student Training Function/Activity (non-athletic), Fac/Staff Attendance Under 40%	Yes	Yes	Yes
Cultivation of donor(s).	No	Yes	No
Alcoholic Beverages	No	Yes, See (1)	No
<b>Residence Hall, Student Life or Athletic Program Functions</b>			
Student Portion	Yes	Yes	No
Faculty/Staff Attendance under 40% of total (DIFR requires VP approval)	Yes	Yes	No
Faculty/Staff Attendance over 40% of total	No	Yes	No
<b>Athletic Training</b>			
Student Portion	Yes	Yes	No
Faculty/Staff Portion	No	Yes	No
<b>Department Graduation Activities</b>			
Student Portion	Yes	Yes	No
Faculty/Staff Attendance under 40% of total	Yes	Yes	No
Faculty/Staff Attendance over 40% of total	No	Yes	No
<b>Miscellaneous</b>			
Refreshments including bottled water and/or coffee for department use.	No	Yes, See (2)	No
Recurring celebrations such secretaries day, Christmas, Easter.	No	Yes, See (1) and (2)	No
Non-recurring occasions such as employee retirement or achievement (not including special recognitions such as Nobel laureate).	No	Yes	No
Faculty/Staff Receptions: non-business social activities.	No	Yes, See (1) and (2)	Yes, See (3)
Faculty/Staff meetings, recognition events or on campus retreats.	No	Yes	No, See (4)
Food and Beverage for faculty/staff when engaged in normal business.	No	No	No

(1) Requires President's Cabinet Level approval

(2) Unrestricted and Agency Accounts only

(3) The RF only allows events intended to foster working relationships among employees and that benefit their welfare and working environment. Must be evenly distributed for all employees in the unit, and should be held infrequently.

(4) Effective 7/1/2015 Food and Beverages are only allowed at staff meetings if an external guest is invited. An agenda and list of attendees must be submitted.