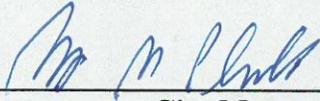


City of Los Alamitos

Administrative Regulation

Regulation:	5.4	 _____ City Manager
Title:	Purchasing - Food Provisions	
Authority:	City Manager	
Date:	April 21, 2016	
Revised:		

- 1. Purpose:** This policy establishes guidelines and controls for purchases of food, meals, drinks or catering services with City funds.
- 2. Application:** This regulation applies to all purchases of food services or grocery items, whether through accounts payable, credit card, or petty cash. This regulation does not supersede other regulations relating to purchase limits.

3. Regulation:

A. *City-sponsored meetings or events*

Departments may purchase food, meals, drinks or catering services only when the provision of such items is integral to a City-sponsored meeting or event and when approved by a department head.

B. *Travel*

Reimbursement for purchases of meals or drinks in association with city-sponsored travel are subject to the provisions of Administrative Regulation 6.4 - Travel Policy.

C. *Documentation*

To ensure accountability, transparency and compliance with IRS guidelines, when purchasing food, meals, drinks or catering services, the purchaser must provide the name of the event and a roster of attendees (unless the event is a public/open house event). This information should be included in the documentation that is submitted to Accounts Payable for processing.