



Policies and Procedures
Food Purchase

Effective Date of Policy: 4-20-2016	Next Scheduled Review: 1/2/2022
Last Reviewed: 4-20-2016	Policy Number: OCC-16 (2021)
Date Policy Last Revised: 2-1-2021	Replaces Policy Number:
Approved:	Approval Date: 4-20-2016

Payment for the purchase of food by the Oklahoma Conservation Commission is authorized when the following provisions are met:

1. All purchases of food must serve a public purpose. The term, "public purpose," as used in this policy shall mean activities or functions held in the interest of the general public or to benefit the general public.
2. Upon prior approval by the Executive Director or Director's designee, payments for the purchase of light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drinks, etc.) used as refreshments served in connection with meetings or similar type activities that are held in the interest or for the benefit of the general public are permitted.
3. The purchase of meals served in connection with meetings, off-site staff retreats, and training sessions / seminars MAY be allowed upon prior approval by the Director or Director's designee.
4. Food purchases approved under this policy may include related service items such as disposable plates, cups and flatware, creamer, sweetener, etc.
5. The purchase of any food items requires a prior written determination by the Director or his designee that such purchase serves a public purpose. Any purchase order or claim for payment of food items shall include the following notation signed by the Director or Director's designee:

"The undersigned approving official certifies that this purchase/payment for [description of purchase] is for the public purpose of [description of purpose]."

[Food Purchase Authorization and Approval Form](#)