



## FOOD PURCHASE

Effective Date of Policy: 2/1/2021	Next Scheduled Review: 7/1/2026
Last Reviewed: 7/1/2024	Policy Number: OCC-16
Date Policy Last Revised: 7/1/2024	Replaces Policy Number:
Approved: Trey Lam / Commission	Approval Date: 7/1/2024

Payment for the purchase of food by the Oklahoma Conservation Commission is authorized under the following provisions:

1. All purchases of food must serve a public purpose, defined as activities or functions held in the interest of the general public or to benefit the general public.
2. Light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drinks, etc.) used as refreshments served in connection with meetings or similar activities that are held in the interest or for the benefit of the general public are permitted, subject to prior approval by the Executive Director or Director's designee.
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 the Director's designee that such purchase serves a public purpose. Additionally, 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](#)

This policy ensures transparency and accountability in the expenditure of public funds while allowing for the appropriate provision of food items in alignment with the Commission's mission and objectives.