CICOES Policy Regarding Food Purchases:

- All food purchases must conform to UW rules and, if applicable, to sponsor rules.
- Food per diem can be paid to UW employees and others when in official travel status.
- Outside of travel, food may only be purchased on a grant or contact if such items were included in the approved budget for the award.
- Food may be purchased on ICR (indirect cost return) budgets, state budgets, gift budgets and discretionary budgets—as long as it has a business purpose and the food cost is within the established per diem rates.
- The UW Food Approval form must be completed and a list of invitees must be included.
- No alcoholic beverages can be purchased.
- The only exception to this is food purchases on the CICOES Discretionary budget; as per UW policy—with the approval of the Director or Administrator, food may be purchased from the discretionary budget for:
  - Food over the per diem costs.
  - Food for hosting or entertaining of CICOES events or other events the Director or Administrator deem to be in the interest of CICOES.
  - Alcoholic beverages.
  - The food approval form or list of invitees is not required when purchasing food on discretionary funds.