

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 contract 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 is not required when purchasing food on discretionary funds (though a list of invitees, or invitation if it's larger event, is still required)