



ADMINISTRATIVE POLICY MANUAL	SECTION Expenses	NUMBER AM-403.1	EFFECTIVE DATE 07/01/2025
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#### PURPOSE:

This policy outlines the procedures for purchasing food items for staff training, special events, and operations within Indian River County facilities, including for the purpose of resale at appropriate locations.

#### SCOPE:

This policy applies to all departments and personnel involved in the procurement, handling, and resale of food items within Indian River County facilities.

#### POLICY STATEMENT:

Indian River County is committed to ensuring the efficient and ethical procurement of food items to support staff training, special events, and operational needs. All purchases must comply with County regulations and aim to provide quality products while maintaining fiscal responsibility.

#### PROCEDURES:

##### 1. Authorization and Approval:

- (a) All food purchases must be pre-approved by the department director or designated authority.
- (b) A Food Purchase Pre-Approval Form must be completed and submitted for approval, detailing the purpose, quantity, and estimated cost of the food items.

##### 2. Vendor Selection:

- (a) Food items must be purchased through the normal procurement process including through purchase orders or p-card.

##### 3. Budget and Funding:

- (a) All food purchases must be within the allocated budget for the specific event or operational need.
- (b) Departments must ensure that funds are available before making any purchases.



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## SPECIAL CIRCUMSTANCES:

### 1. Employee Training:

- (a) For employee or volunteer training sessions lasting 4 hours or more where employees cannot leave the training site, food may be ordered when the following maximum rates per person apply:
  - (i) Breakfast: \$6
  - (ii) Lunch/Dinner: \$12
- (b) Food Purchase Pre-Approval Form must specify the number of attendees and the duration of the training session.

### 2. Special Events:

- a) Events with a Revenue Source:
  - (i) Food purchases for events that generate revenue must be justified by the expected income.
  - (ii) Detailed budgets and projected revenue must be submitted for pre-approval.
- b) County-Invited Guests:
  - (i) For special events where guests are invited by the County, food purchases must be reasonable and necessary.
  - (ii) An estimated number of guests and the purpose of the event must be included in the pre-approval request.

## RECEIVING AND INSPECTION

- a) Upon delivery, food items must be inspected for quality and accuracy of order.
- b) Any discrepancies or issues must be reported to the vendor immediately for resolution.



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### STORAGE AND HANDLING:

- a) Food items must be stored in accordance with health and safety regulations to ensure freshness and prevent contamination.
- b) Proper inventory management practices must be followed to track usage and minimize waste.

### RESALE OPERATIONS:

- a) Food items intended for resale must be clearly labeled and priced.
- b) Sales records must be maintained and reconciled regularly to ensure accurate financial reporting.
- c) Pricing for resale items must be appropriate to maximize sale and proceeds.
- d) Ordered food should be stored and ordered in appropriate quantities to minimize waste.

### COMPLIANCE AND MONITORING:

- a) Regular audits will be conducted to ensure compliance with this policy.
- b) Any violations of this policy will be addressed promptly, and corrective actions will be implemented as necessary.

### FOOD PURCHASE METHOD:

1. Purchase Orders may be issued through the normal procurement process and policy. Purchase Orders are preferred when the same vendor will be utilized more than one time.
2. Department Purchasing Cards:
  - a) Department purchasing cards may be utilized for food purchases when:
    - i) No tax is charged on the purchase.
    - ii) A tip of no more than 20% is applied for catered events.
    - iii) The purchase was pre-approved by the department director in writing via the Food Purchase Pre-Approval Form.



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RECORD-KEEPING REQUIREMENTS:

1. Documentation:

- a) All food purchases must be documented with detailed receipts and invoices.
- b) Documentation must include the purpose of the purchase, the number of attendees (if applicable), and the total cost.

2. Submission:

- a) Receipts and invoices must be submitted to the Comptroller Division within 3 business days of the purchase.
- b) A copy of the Food Purchase Pre-Approval Form must accompany the receipts and invoices.

John A. Titkanich, Jr. \_\_\_\_\_ Date: \_\_\_\_\_

# Indian River County Food Purchase Pre-Approval Form



**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Event/Training Name:** \_\_\_\_\_

**Event/Training Date:** \_\_\_\_\_

**Purpose of Purchase:**

(Select one)

- Employee Training
- Special Event with Revenue Source
- Special Event with County-Invited Guests
- Operational need
- Resale

**Number of Attendees:** \_\_\_\_\_

**Projected Revenue:** \_\_\_\_\_

**Duration of Event/Training:** \_\_\_\_\_

**Meal Type:**

(Select one)

- Breakfast (\$6 per person)
- Lunch/Dinner (\$12 per person)

**Estimated Total Cost:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Vendor Contact Information:** \_\_\_\_\_

**Revenue Source:** \_\_\_\_\_

**Expense Account:** \_\_\_\_\_

**Pre-Approval:**

I hereby approve the above food purchase request in accordance with the Indian River County Operations Policy for the Purchase of Food Items.

**Department Director Name:** \_\_\_\_\_

**Department Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Effective July 1, 2025