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March 27, 2012
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SPOKANE, WA

CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
DEPARTMENT POLICY AND PROCEDURE

DEPT 1400-12-02
LGL 2012-0047

TITLE: PAYMENT FOR FOOD
EFFECTIVE DATE: September 16, 2002
REVISION EFFECTIVE DATE: April 16, 2012

1.0 GENERAL

1.1 The Spokane Parks and Recreation Department has many occasions for which the purchase of food is necessary. This policy establishes procedures for proper and uniform acquisition and payment for food.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to all employees of the Parks and Recreation Department.

3.0 REFERENCES

N/A

4.0 DEFINITIONS

N/A

5.0 POLICY

- 5.1 It is the policy of the Spokane Parks and Recreation Department to ensure the proper and uniform acquisition and payment for food while maximizing efficiencies and cost savings.

6.0 PROCEDURE

- 6.1 In no case will Parks and Recreation funds be used for the purchase of alcohol except for concession inventory at locations and events with valid liquor licenses.
- 6.2 Payment of food pursuant to travel for both employees and contractors will comply with City travel procedures (with the exception of travel costs for recreational programs where travel is an integral part of the program and a user fee is collected). This applies to any travel outside of Spokane County.
- 6.3 Food to be supplied to participants of recreation programs (including employees leading the program) shall be ordered either by a travel advance / reimbursement form (out of Spokane programs) or a purchase order (programs in Spokane).
- 6.4 Payment of food may be made for public meetings or activities held by the Park Board or its Committees under the following conditions:
 - a. All expenditures shall be approved in advance by the Director of Parks and Recreation.
 - b. Appropriate payment / reimbursement methods shall be used including the submission of itemized receipts.
 - c. Whenever possible, meetings shall not be scheduled during meal times.
- 6.5 Reasonable limits upon costs shall be maintained. Meal costs shall not exceed guidelines stated in the City travel policy.
- 6.6 Payment of food for employee meetings, trainings, retreats, etc. will be in accordance with the City Business Expense policy (ADMIN 0040-06-04).
- 6.7 Due to the nature of the program, an exception to these procedures has been granted to the Therapeutic Recreation Fine Dining program. This program takes customers to Spokane area restaurants and is supported through user fees. As staff is needed to take customers to area restaurants, it is appropriate to reimburse staff for food costs. These costs

are reimbursable via petty cash when itemized receipts are submitted. These are submitted with a form designed for this program that includes the program date, location, class number, and signatures of staff involved as well as the signature of the program supervisor.

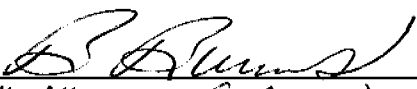
7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

8.0 APPENDICES

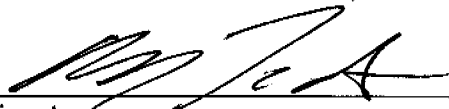
None

APPROVED BY:



City Attorney (Asst)

3-27-12
Date



Director
Parks and Recreation

3-28-12
Date