

Cleveland State University
Guidelines on Refreshments

As a public university, CSU funds are used in a

The following are specific types of expenses, which are considered to be of a personal nature and will not be considered University expenses:

1. Birthday cakes or birthday celebrations
2. Holiday luncheons for employees, including but not limited to Secretary's Day
3. Office parties
4. Employee entertainment, gifts, or donations
5. Political events, contributions, or donations
6. Retirement parties

The University is at risk whenever refreshments that are subject to time and temperature sensitivities are served. To mitigate this risk, departments that host events where they purchase and serve refreshments or are 'pot luck' are responsible for safe food handling at the event. For full information about best practices for safe food handling, please review www.fsis.usda.gov/PDF/Cooking_for_Groups.pdf

In order to comply with Internal Revenue Service requirements, all expenditures for food or beverages paid or reimbursed from University or CSU Foundation funds must be properly documented. Proper documentation includes an itemized receipt, along with a written record of the time, place, business purpose and attendees at the meal. This documentation must be attached to the request for payment or reimbursement.