

PROCUREMENT OF MEALS, REFRESHMENTS, AND SPACE **FOR BUSINESS MEETINGS PROCEDURES**

****Please allow at least 7 business days for processing****

Approval Process

The purchase of meals, refreshments, and/or space for business meetings requires the prior approval of the Bureau Director or above of the requesting office and the Director of Procurement.

Offices may provide meals for meetings where it is determined:

- The meeting is reasonably related and incident to the goals or functions of the Department.
Justification needed
- The **majority** of the attendees **are not** Department employees.
- The meeting will last a reasonable amount of time before and after the meal.
2 hours before and after and does not include the mealtime
- The meal itself will encompass a normal mealtime hour and business will be conducted during the mealtime, or the determination is made that it is more efficient to provide food on site rather than leave the premises.
Working meals notated on agenda OR explain the need to feed attendees in the justification if attendees do not work during the meal

Refreshments such as coffee, soft drinks, cookies, and fruit may be provided during meetings where it is determined that the meeting is reasonably related and incident to the goals or functions of the Department. The meeting should be scheduled for a **minimum of three (3) hours that does not include a normal mealtime.**

Personal or professional services such as security, labor for special technicians, or a separate agreement for other services shall not be included on the form for meals and space for a business meeting. For these services, the venue generally will sub-contract these services using their own procurement. **In this instance, please submit an MDE contract packet to the Office of Procurement; attaching a copy of the approved Mississippi Department Of Education - Office Of Procurement Request to Purchase Food and/or Space For Business Meetings Form.**

Prudent judgment should be utilized in the selection of the refreshment items. The per participant cost for refreshments, including service fees, **shall not exceed \$6 per day for one (1) refreshment break or \$10 per day for two (2) refreshment breaks.**

The Request to Purchase Food and/or Space for Business Meetings form should be completed and forwarded to Procurement and should include:

- MDE Quote Form – signed by vendor, Banquet Event Order (BEO) attached, Question & Answers document attached, if applicable.
- A copy of the meeting agenda - To include: Name of meeting, activities, break(s) and lunch
- A listing of names or description of expected participants, including notation of the entity they represent and the number of MDE employees.
- Vendor agreement/BEO signed by the Bureau Director or above and Grants Management, if applicable.

Contract Cost Required Support

\$1 to \$5,000 One (1) written quote
Over \$5,000 Two (2) written quotes

- Adequate justification to ascertain that the meeting and feeding of participants is necessary to meet the goals and functions of the Department.
- If a meal is served, notation on whether business will be conducted during the meal or a written determination that it is more efficient to provide food on site rather than leave the premises.

For all meals, prudent judgment must be utilized on the menu selection and on the cost of the meal to ensure that the daily maximum meal allowance for state employees is not exceeded. The total combined daily cost of meals, refreshments, and associated fees (service fees, gratuities, catering, etc.) cannot exceed the daily maximum meal allowance applicable to the location where the meeting is held.

****\$6 per day for one (1) refreshment break or \$10 per day for two (2) refreshment breaks****

****\$36 per day maximum for meals**

[TOTAL= \$46 per day inclusive of meals, breaks, and service fees]

[TOTAL=\$51 per day inclusive of meals, breaks, and service fees in HIGH cost areas]

The Office of Procurement will review each request for reasonableness and to ensure it is adequately justified. If necessary, additional information may be requested from the office submitting the Request to Purchase Food and/or Space for Business Meetings form. Upon approval by the Director of Procurement, one copy of the Request to Purchase Food and/or Space for Business Meetings form will be returned to the requesting office, one copy will be forwarded to the Accounting Office, and one copy will be retained in Procurement.

During a business meeting that includes a meal, a sign in sheet/list of the attendees must be completed. The list should indicate the entity each participant represents and contain the location, time, date, and purpose of the meeting. The list should not include social security numbers.

No expenditure for alcoholic beverages will be allowed for any business meeting.

Payment Process

All invoices should be sent directly to Accounting. Any invoices received by the program offices shall be submitted to Accounting immediately. Accounting will match the invoice with the Request to Purchase Food and/or Space for Business Meetings form and send a copy of the invoice to the requesting office for approval. The requesting office should authorize payment by signing the invoice, completing and attaching a requisition along with the sign in sheet/list of attendees for the meeting, and returning the documents to Accounting.