



Cochise County

Public Programs...Personal Service
www.cochise.az.gov

Administrative Procedure 1600-1

Effective Date: February 1, 2018

County Administrator

1/30/18

Date:

Food and Beverage Purchases

Purpose:

To establish a county-wide procedure on the purchase of food and beverage with County funds.

Responsible Department:

All County Departments are responsible for complying with the Food and Beverage Purchases procedure.

Definitions:

County funds – public money

Public money – A.R.S. 35-302 defines public money as "The phrase "public money" as used in this article includes bonds and evidence of indebtedness, and money belonging to, received or held by, state, county, district, city or town officers in their official capacity.

Use of public money – spent for public purposes; spent in the conduct of official County business; complies with all applicable laws, statutes, rules and policies; and, is consistent with the provision of governing contracts or grants.

Walking distance – distance less than a quarter of a mile.

Procedure:

Food and beverage purchases using County funds may only be made when there is a clear public benefit, such as providing food and beverages to persons incarcerated or detained at Cochise County jail; or for such public events and meetings to which the general public has been expressly invited through a public notice, including meetings of the Boards, Commissions or Committees; or public events such as ribbon-cutting ceremonies; or for members of the public served by the Health Department for programs that supply food or beverages, such as the Women and Infant and Children (WIC) program. During County emergency events, food and beverages may be purchased for emergency support personnel when their location and/or duties do not allow for reasonable access to food sources. (i.e.: emergency operations center, shelter management operations, command posts, etc.)

Under no circumstances may alcoholic beverages be purchased using County funds.

Any purchase of food or beverages not specifically authorized by this procedure must be pre-approved by the County Administrator using the attached Pre-Approval of Food or Beverage Purchase form. The form

is valid for one purchase; it is not a blank approval for multiple purchases. An on-line, fillable form is also located at: [\(A form will be created and placed on the intranet under finance.\)](#)

Exceptions to this Procedure include the following:

- Food and beverages for first responders and incident team members during an emergency event, including SWAT callouts, natural or manmade disasters, undercover surveillances, search and rescue missions.
- Bottled water and ice for employees who are working in a location that does not have potable water to fill water thermoses for employees working outdoors or in locations that are not air conditioned. This exception also applies to any County offices in which the drinking water is questionable.
- Food and beverage purchases when a ½ day or full day mandatory training session or meeting is not held within walking distance to restaurants or other food vendors. Note that any other food and beverage purchase using County funds for staff meetings, employee or department recognitions, holiday events, “working lunches”, training sessions, staff meetings, or for any other purpose is strictly prohibited.
- The purchase of water, coffee, sugar, creamer, and the like, for use in serving such items at meetings with non-County Individuals meeting with the Department Head or Elected Official or trainings that are being given that include non-County Individuals, even if such items are also consumed by County employees in the office of the Department Head or Elected Official.

Procedure for Reimbursement

1. If food or beverages are purchased, submit a Cochise County Demand (Demand) document for payment of the invoice charging the applicable general ledger account of the Department or Elected Official Office sponsoring the meeting or event. If the documentation listed below is not attached to the Demand, the Demand will be returned and the Elected Official Office or Department will need to resubmit a Demand with the proper documentation. The following documents and information must be attached to the Demand:
 - a. A copy of the meeting notice/announcement/agenda and the reason for the meeting must be attached to the Demand.
 - b. A copy of the signed Pre-Approval of Food or Beverage Purchase form must be attached to the Demand for any item which is not specifically authorized by this procedure.
 - c. The detailed receipt or invoice for the amount of the food and/or beverages.
2. If food or beverages are purchased using a Pcard issued by Pcard Administrator, provide the same documentation described in 1 above with the monthly Pcard log approved by the Department Head, Elected Official or their designee certifying that all food and beverage purchases were compliant with this procedure. If such documentation is not presented to Finance, Finance will request a copy of such documentation from the Department that purchased the items.
3. If grant funds are used to purchase food and beverages, submit a Demand for payment of the invoice charging the applicable general ledger account of the Department sponsoring the meeting or event. The following documents and information must be attached to the Demand:
 - a. A copy of the page of the grant showing the Board of Supervisors’ approval and documentation from the grant agreement allowing food and/or beverage purchases.
 - b. A copy of the signed Pre-Approval of Food or Beverage Purchase form must be attached to the Demand for any item which is not specifically authorized by this procedure.
 - c. If the appropriate grant documentation is not attached, the Demand will be returned to the Department or Elected Official Office unpaid.



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Preapproval of Food & Beverage Purchase Form

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Notes:

- This form is for any item which is not specifically authorized by the County's Food and Beverage Procedure.
- This form's approval is required prior to purchase being made.
- This form is for one purchase, not a blanket authority for multiple purchases.

Department: _____

Approved by: _____
(Elected Official/Department Director or their designee)

Date Submitted: _____ Date of Planned Purchase: _____

Purchase with Pcard: Yes _____ No _____

Cardholder Name: _____

Vendor: _____

Estimated Amount: \$ _____

Expected Participants:

Event Description and reason there is a public benefit for the County to purchase food and beverage.

Approved: Yes _____ No _____

County Administrator, or designee

Date: _____