


City Manager's Office
Administrative Order No: 012
Issued: 10/02
Revised: 10/03, 07/07



Approved by Marc S. Grisham
City Manager

Subject: Purchase of Food for City Staff Not Traveling on City Business.

Purpose:

Provide a listing of activities for which the purchase of food is permitted.

Policy:

The purchase of food for staff will be limited to the following:

1. Meetings with staff which continue through the normal lunch hour or dinner hour for the benefit of the City.
2. Meetings with staff which includes council members, public committee members, consultants, or staff from other jurisdictions which continue through the normal lunch hour or dinner for the benefit of the City.
3. Employees who are recalled to work for emergencies and who are normally provided with food in accordance with current procedures.
4. City sponsored training lasting three hours or longer.

The purchase of food with City money for normal staff meetings is prohibited. Any deviation from this policy must be approved in writing by the City Manager.