

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 5-3

3 August 2009

**PAYMENT FOR FOOD ITEMS**

**1. PURPOSE**

The purpose of this Memorandum is to clarify for faculty and staff the purchasing procedures and funds to be charged for all food services at The Citadel. It is also to standardize food service requests with ARAMark, The Citadel's food service contractor.

**2. REFERENCE**

S.C. Code Ann. § 59-101-187 (Law Co-op, 1976)

**3. POLICY**

- A. Campus Functions. All ARAMark food purchases for Citadel functions charged to a Citadel **state-appropriated** account must be carefully scrutinized for adherence to proper purchasing procedures and appropriate fund source.
- B. Cadet/Student Functions. Food is not permitted to be paid from appropriated funds unless a majority of the participants are cadets/students. A department requesting food for an activity that does not include a majority of cadets/students must identify a **non-appropriated** fund source. Alcohol may never be charged to an appropriated account.
- C. Non-Cadet/Student Citadel Functions. Any department/activity requesting food for an event that is not cadet/student supported must arrange to have the event paid through an account eligible for food charges. Most departments do not have a food-eligible account. **Academic departments need to obtain approval from the Provost prior to ordering food. Non-academic departments need to obtain advance approval from the Vice President for Finance and Business Affairs.**

A Citadel Catering Event Contract must be completed by the originator of The Citadel function and forwarded to the Director of Dining Services. This can be obtained on the Dining and Catering Services Web home page. **The number of cadets/students and Citadel faculty/staff must be provided.** The funding account must be identified.

#### **4. COMPLIANCE**

Failure to comply with this policy may result in disciplinary action.

#### **5. NOTES**

##### **A. Dates of official enactment and amendments:**

Approved by the Director of Citadel Staff on 3 August 2009

##### **B. Responsible Department:**

Financial Services

##### **C. Responsible Official:**

Director of Financial Services

##### **D. Cross References**

[Memorandum 1-3 Events and Entertainment Policy.](#)

#### **6. RESCISSION**

Memorandum No. 10, dated 12 July 2002, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ  
Colonel, USA, Retired  
Director of The Citadel Staff