

Scripps College of Communication
Food Purchasing Policy
9/18/07

In accordance with the Guidelines on P-card expenditures created by the Division of Finance, the Scripps College of Communication affirms its commitment to conservative spending habits. To that end, the following policy will apply, effective immediately:

Food expenses for meetings consisting only of internal OU personnel will not be allowable for either p-card purchases or personal reimbursement except for the following:

- University sponsored travel outside Athens which complies with university travel policies
- School activities where students are a simple majority (grad or undergrad)
- Faculty Retreats with set agenda (maximum one per year)

Furthermore, for all allowable food purchases, measures should be taken to ensure purchases are made frugally and with a commitment towards efficiency and conservative spending.