

SPECIAL MEAL QUICK REFERENCE

A SPECIAL MEAL REQUEST IS REQUIRED FOR THE FOLLOWING:

1. Definitions:
 - a. Meal: An act or the time of eating a portion of food to satisfy an appetite.
 - b. Snacks: (Formerly referred to as refreshments) an item of food or drink taken between a meal.
2. For those occasions when, as a matter of extraordinary courtesy or necessity, it is appropriate and in the best interest of the state to use public funds for provision of a meal to a person or persons who is not otherwise eligible for such reimbursement and where reimbursement is not available from another source. Examples: Thanksgiving dinner, Veterans Day meal, Pizza, Sandwich Trays, Seafood boils, and catered meals.
3. For any of the above examples, a written request, Northshore Technical Community College (NTCC) FIN 007 form for special meal will be submitted by no later than 7-days prior to the event. This request shall be sent to the NTCC Vice Chancellor of Finance and Administration. At the same time, the corresponding requisitions for the special meal will be submitted to the purchasing staff. Additionally, when submitting a written request for a special meal, and before the Dean of Campus Administration signs off, two major requirements on the request follow:
 - a. Why is it in the best interest of the state to use public funds for provision of a special meal
 - b. Why it is necessary to serve food during the meeting/event
4. It is imperative that when requesting special meals all considerations are in place to ensure proper planning. Each Dean and Department Lead should closely monitor student/faculty participation to avoid over planning. Activities such as registering to attend or RSVP prior to the event can eliminate over ordering of food. The encouragement of creative events such as funding only the main course with others bringing dishes or desserts to mitigate the risk of over ordering or even preparing light appetizers rather than full meals. Each Dean should guide SGA accordingly to ensure this message is clear.
5. While the “registering to attend or RSVP” documentation is not required with the request for a special meal, it will be requested from the campus in the event that PPM49 Tier pricing per individual is exceeded. The current PPM49 tiers are: Breakfast: \$9; Lunch: \$13; & Supper: \$29.
6. Additionally, manual sign-in sheet (s) is/are required for use at the event to capture the signatures of the individuals consuming the meal, not snacks. The names on the manual sign-in sheet (s) shall be transcribed to the revised NTCC Form FIN 017, Excel Spreadsheet. Both the manual sign-in sheet (s) and completed Excel format file will be forwarded to the NTCC Purchasing department, purchasing@northshorecollege.edu no later than 14-days after the event. It is important to forward the revised NTCC FIN 017 Excel Spreadsheet electronically and in Excel format.

In the event of misinterpretations with this quick reference sheet, the most current Louisiana Travel Guide, PPM49, (State Travel Guide) takes precedence.

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7. When an event is scheduled and includes a meal, and that meal is prepared by the Culinary Arts Department solely without any prepared foods (s), e.g., cooked hams, turkeys, pies, cakes, sandwich trays, a Special Meal Request is NOT required. The requisition (s) submitted for the event shall be so annotated "Prepared by Culinary Arts Department", a manual sign-in sheet (s) and Excel SS is/are not required
8. If the meal prepared by the Culinary Arts Department is augmented with prepared foods as mentioned in 7. above, then both sign-in sheet (s) and Excel SS are required and are to be forwarded to the Purchasing Department no later than 14-days after the event/meal.
9. Conference/Convention - is herein defined as a meeting (other than routine) for a specific purpose and/or objective. Non-routine meetings can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, program, Letter of Invitation, or registration fee. For conferences/conventions, the formal agenda, program, letter of invitation, or registration should be submitted with the requisition to the purchasing department before the event.
10. Conference refreshment allowances shall not exceed \$4.50 per person, per morning and/or afternoon sessions. A mandated gratuity may be added if refreshments are being catered.
9. Requisition to NTCC Purchasing shall be so annotated "Seminar, Conference, Convention, or Training." Additionally, a manual sign-in sheet (s) and Excel SS is/are not required.
10. Snacks. Examples of snacks are coffee, juices, doughnuts, cookies, candy, cupcake, fruit trays for planned events require no request from the NTCC Vice Chancellor of Finance & Administration. Additionally no sign in sheet or Excel file required. Again, proper planning is emphasized to avoid excessive quantities from being purchased.

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