

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT FOOD

## Policies:

Food can only be purchased if one of the following applies:

- **Official Hospitality (Object Code 529700)**  
only allowed with Org Keys with Fund (the last 4 digits) of 2035, 2510, 5102, or 5103. Refer to: [Official-Hospitality](#) for more information.
- **“Fees were collected for this purpose” (Object Code 532010)**  
the expenditure must be made from the account in which the funds were deposited. The purpose and IFAS receipt number should be referenced in the Print After notes on the PR or directly on the receipt if the P-card was used.
- **“Grant allows for food” (Object Code 532010)**  
A copy of the budget page from the grant stating that food is allowed should be stapled to the invoice and sent to Accounts Payable.
- **“Required as part of the contract” (Object Code 532010)**  
A signed copy of the contract should be stapled to the invoice and sent to Accounts Payable. An entertainer’s contract would be an example.
- **“Food for classroom use” (Object Code 536900)**  
Food is not consumed.
- **Food purchased for resale (Object Code 539900)**  
example: snacks for KWEC Gift Shop)
- **Travel Per Diem (Object Code 525\_80)**  
See travel guidelines for meal reimbursement.

## Note:

Chartwells is the mandatory state contract vendor for on-campus food services. Chartwells will accept P-Card payment. Any payment to Chartwells should be made using the P-Card. The contract number (10008) should be typed in the Details tab of the IFAS PR. Chartwells is to be used exclusively in the Union and Residential Life areas. No other catering company may be used. Other campus areas may use a different vendor for food deliveries only; food may not be served by the vendor.

Contact Business Office for Guidance at 5948.