

Chatham County Internal Purchasing Guidelines:
Food Purchases
Frequently Asked Questions

The following situations are examples that are acceptable uses of County funds for food expenses:

County Events

The Wellness Committee will be holding their annual salsa competition which is open to all employees. They will be purchasing salsa and subs for all employees who will be stopping by to taste, judge, and/or participate with a salsa entry.

Department Retreat/Team Building

The Department Head Retreat will be held from 8AM to 5PM with some instructional/leadership classes 8:00 AM-12:00 PM, lunch from 12:00-1:00 PM, then a community service project 1:00-5:00 PM.

Department Trainings/Workshops/Seminars

The department will be working with our software vendor for training and the vendor is only available on Wednesday, 11:30AM-1:00PM. X employees will be attending the training.

The following situations are examples that are not acceptable uses of County funds for food expenses:

Department/Division Meetings

The department will be meeting for the monthly 9:00 AM meeting and would like to order breakfast for everyone.

Department/Division Socials

The department will be having our holiday party in two weeks, and we'd like to cater lunch for all the employees.

Webinar

The department will be involved in a software training webinar from 11:00 AM-12:00 PM to learn about the updates to the system.

Potluck Luncheon

The department will be celebrating an employee's birthday and needs to buy the ingredients for each staff member to bring a dish for the luncheon.