



## Ohio Administrative Code

### Rule 3357:15-16-10 College food policy.

Effective: [May 25, 2026](#)

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(A) Purpose and scope:

(1) This policy provides guidance for using general college funds to cover the cost of food at college functions.

(2) Key definitions:

(a) Food: this term broadly includes coffee, non-alcoholic refreshments, and all types of meals or snacks.

(b) General college funds: this includes all accounts funded by the college itself, as well as all grant accounts.

(c) Exclusions: the president's discretionary fund and club agency accounts (where the college only acts as a fiscal agent) are not considered general college funds and are exempt from this specific policy.

(B) Generally, employees are responsible for their own food expenses, and general college funds should not be used for these personal costs. However, exceptions are allowed for specific college events that support the college's mission and serve a general public purpose.

Rules for approved food purchases:

(1) All food purchases must be customary, reasonable, and appropriate for the event.

(2) Prior approval is required from the vice president or applicable executive council member of the department requesting the purchase.