



November 18, 2003

OKLAHOMA BULLETIN NO. OK250-4-8

SUBJECT: FNM – Procurement of Refreshments and Meals

Purpose: To provide guidance on procurement of refreshments and food.

Expiration Date: September 30, 2004

The following is guidance on procurement of light refreshments and/or meals for NRCS employee meetings, and for meetings outside NRCS.

- Appropriated funds may not be used for entertainment, including free food and refreshments for non-government personnel, except under specific statutory authority (usually at the national level).
- Appropriated funds may be used to provide light refreshments for employees at award ceremonies, under the Government Employees Incentive Awards Act. This will generally be in a zone or state office awards presentation meeting.
- The Government can pay for light refreshments for employees at breaks during meetings or conferences, when all of the attendees are in travel status (on per diem). This may be documented with sign-in sheets. **If all of the attendees are not on per diem, then light refreshments may not be purchased with government funds.**
- Light refreshments may include the following: coffee, tea, milk, soft drinks, doughnuts, bagels, muffins, etc.

If you have any questions, please contact Cassandra Sites or Luann Lillie.

/s/ - (Randy Freeland – Acting)

M. DARREL DOMINICK
State Conservationist

DIST: AE