



Food Purchase Policy

Policy Number: 054
New Policy

Authorized by: Board of Trustees

Effective: 8/23/2023

Review Date: 8/1/2028

1) **Purpose:**

To outline the use and purchase of food and beverages with Library funds for meetings, events, and activities to support the mission of Timberland Regional Library (TRL).

2) **Scope:**

Any TRL approved meeting, event, and activity.

3) **Background:**

TRL offers activities, events, and meetings to support its mission and efficient use of time and resources. On occasion, the library may provide food and beverages, and purchase these out of TRL funds.

4) **Definitions:**

Official meeting, event, or activity supported and approved by TRL.

5) **Policy:**

At the discretion of the Executive Director or their designee, TRL may purchase meals with meetings and purchase food and beverages and serve them in connection with library sponsored activities, events, and meetings.

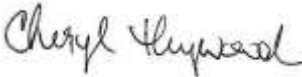
- Purchases will follow the TRL purchasing policies and procedures.
- Purchase of alcoholic beverages with TRL funds is not allowed.


6) **References:**

A. Public Works and Purchasing Policy.

7) **Citations:**

A. None.


8/23/2023
Cheryl Heywood, Executive Director


8/23/2023
Ken Sebby, President

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.