

# G - Office Hospitality

HCU office will be stocked with some food items to provide for members who attend a meeting.

## Article I – Items to stock

- Section 1      **Edibles Items** – Only non-perishable items packaged in single servings will be stocked. (Example: Chips, peanuts, crackers) The purchaser will have discretion to choose from available items.
- Section 2      **Liquid Items** – Only the following selection of drink options will be stocked:
- a. Coffee
  - b. Tea
  - d. Hot Chocolate
  - e. Cola (Pepsi preferred)
  - f. Diet Cola
  - g. Clear Soda (Sprite or 7up)
  - h. Orange Soda
  - i. Bottled Water
- Section 3      **Sundries** – Other disposable items needed to serve food will be stocked as needed. Standard non-perishable coffee additives will be stocked.

## Article II – Storage and Disposal

- Section 1      **Location** – All hospitality items will be stored within an area designated by the HCU President.
- Section 2      **Signage** – Large signage will be posted to notify members that hospitality items are available. Small labels will be posted to designate where each item type will be stored.
- Section 3      **Expired Items** – Any item past the marked expiration date will be disposed of.

## Article III – Limitations

- Section 1      **Monthly Cost** – The HCU board will set a monthly limit to be spent on hospitality items.
- Section 2      **Restock Timing** – Hospitality items will be checked monthly to determine if anything needs to be restocked.

## Article IV – Personal Food Items

- Section 1      **Identification** – Personal food items may be stored with hospitality items. These items must have a label with the name of the owner and the date added to the storage area.
- Section 2      **Disposal** – Personal food items will be cleaned out of the hospitality storage area on a regular basis. Items that have been in the storage area for more than 30 days will be disposed of.

END OF POLICY  
APPROVED 8/30/2017