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. Assorted Soda
f. 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 8/28/2018