

Gift-in-Kind Food Purchasing Guide

TIPS FOR MAINTAINING COMPLIANCE FOR GIFT IN KIND FOOD PURCHASES

Aramark Gift In Kind (GIK) funds are allocated to Student Success on an annual basis and are limited. The allocations are for the current fiscal year and do not carry forward to the following year. GIK funds for Student Success is further allocated each year to the AVP level.

- Aramark Gift in Kind funds are to be utilized for university business purposes only. As with other expenditures, “Accountable Officers” are expected to exercise good judgment in approving expenditures. The following factors that should be considered when reviewing expenditures for approval: the business purpose, appropriateness, sensitivity to the values of the University, the effect that certain types of expenditures may have upon the public image of the University, the overall purpose to be served, and consideration of the types and amount of funds available to various units within the University.

Guidelines for GIK expenditures:

- Candidate Interviews (on campus, Director Level or above) – case by case basis and amount approved by the VP or designee. Use TOP vouchers until exhausted.
- Candidate Interviews (on campus, below Director Level) – approved by AVP, 5 staff/students plus candidate at TOP. Use TOP vouchers until exhausted.
- Guest speakers – utilize TOP vouchers until exhausted.
- AVP/Team retreats, approved special events and student programs/events.

Guidelines that are not appropriate for GIK expenditures:

- Staff meetings with or without an agenda.
- Employees leaving USF or retirement.

Exceptions to the guidelines will be made by the Vice President on a case by case basis to better serve the different needs and interests of the units.

When requesting services from Aramark, notify them that you will be using GIK funds. Provide Aramark with correct and complete contact information. If the use of the GIK funds is not noted on the contract, Aramark will expect payment for the invoice with other funds. The designated person from each AVP unit should send a copy of the confirmed contract to Student Success RMD ALN151 or RMD-Concessions-GIK@usf.edu. **Only authorized users will be able to request services on GIK funds.**

When dining at On Top of the Palms a copy of the completed Direct Bill form must be submitted to Student Success RMD ALN151 or RMD-Concessions-GIK@usf.edu.

The Student Success RMD office maintains a running balance of the funds available and will make reports available monthly. It is critical that you notify the Student Success RMD when you are utilizing GIK funds so that departments and Student Success do not exceed the total allocation. Send a copy of your event contract/invoice to RMD-Concessions-GIK@usf.edu.