

SUBJECT: COFFEE/TEA/WATER COOLER

Each department is responsible for providing their own coffee/tea/water cooler machines and supplies. In addition, a department will not be allowed to fund their coffee/tea/water from their department operating budget.

When coffee/tea/water service is required for hosting meetings with external clients then it will be arranged through the University Food Services department and will be charged back to the requesting department's operating budget. The University's food services contract stipulates that the contractor is the sole provider of food and beverage supplies/services on the Prince George Campus.

As the regional offices do not have access to the University Food Services when providing coffee/tea service for meetings, appropriate charges can be claimed against their departmental operating budget with the necessary backup.