



**EDUCATION and WORKFORCE DEVELOPMENT CABINET  
OFFICE OF THE SECRETARY**

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To: David Morris  
Division Director, Education & Workforce Development Cabinet, Division of Administrative Services

From: Anna Haydon  
Branch Manager, Education & Workforce Development Cabinet, Division of Administrative Services

Date: October 28, 2013

Subject: Food purchases - Process

The Division of Administrative Services, upon the date of this transmittal, shall cause the following policy to be in force regarding the purchase of food for the Education & Workforce Development Cabinet and its agencies whose procurement services are processed by the Division of Administrative Services. Food purchases shall include: all purchases for meals (not travel related), refreshments, donuts, coffee, etc. This policy will outline how the Cabinet will comply with the Finance and Administration policy FAP111-16-00 and guidance released from the Finance Controller's Office.

The policy is as follows: All food purchase requests shall be sent to Anna Haydon, Division of Administrative Services for review at least 30 days prior to the event. All requests shall be made via a short memo request in Microsoft Word format that contains a short description of the event, dates, justification, number of attendees (listing state employees) and the approximate cost. If approval is granted, the agency will receive a signed copy of the memo, which must be attached to the purchase/payment document. Amendments to approved requests can be made following the same process. If the request is not approved, the agency may not proceed with the purchase. If approved, the agency will need to follow all standard purchasing procedures.

The Charles McDowell Center for the Blind and the Carl Perkins Center for Vocational Rehabilitation are exempt from this policy as they have residents who require food, and have established contracts to purchase food for the facilities.

Your consideration and cooperation is greatly appreciated.

Thank you,

*Anna Haydon*

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