

State of Rhode Island  
Department of Administration

**INTER-OFFICE MEMORANDUM**

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Office of Accounts and Control

**TO:** Chief Financial Officer  
All Agencies

**DATE:** March 19, 2010

**FROM:** Louise M. Anderson  
Associate Controller - Operations

**SUBJECT:** CFO 10-11 Payments for Catering/Food Purchases (Policy A-36)

There are two types of purchases covered by the A-36 policy: food that may be purchased using the P-Card and catering for events that must be on a Purchase Order. Each of these will have their own approval requirements.

Food purchases, such as at a supermarket for a meeting involving non-state employees, require a CERF (Critical Expense Request Form) signed by the Department Director. Once the CERF is approved, the Purchase Card may be used. The CERF must be included with the Purchase Card backup sent monthly to Accounts & Control.

Catering services, such as for an all-day training event, also require a CERF signed by the Department Director. However, the CERF should be completed for the entire cost of the event. This should include any room rental costs, food, lecturers, equipment and any other related expenses. The approved CERF may then be attached to the requisition(s) required to procure each segment of the event. All expenses must be on Purchase Orders.