

THE
LeMoyne-Owen
 COLLEGE
 LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Faculty & Staff Meals	Effective Date: July 1, 2011	Policy Number: 02-3-002
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: ABL Management	

I. Purpose and statement of operational policy underlying the procedure.

This policy ensures that all faculty & staff meals are paid for either through a meal plan or daily when purchasing meals.

II. Applicability/Scope

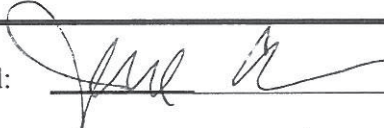
This policy applies to all Faculty/Staff.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty & Staff	Will purchase a meal ticket (this cost will be determined by ABL) or either pay daily meal costs for meals.	As early as possible
ABL Management	Will sell meal tickets to the Faculty & Staff or accept daily cash for the costs of the meal.	

IV. Related policies/References for more information

Administrative Services Policy Manual.

Authorizing Official: 	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	