

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER A-68a	
SUBSECTION	EFFECTIVE DATE /	PAGE NUMBER / 1 of 2
POLICY / PROCEDURE A-68a Emergency Food Purchases-EMA	AMENDMENT	/ REVISION September 7, 2018

Background:

At the discretion of the Director of the Emergency Management Agency (EMA), personnel may be required to work nights, overnights, or on holidays or weekends before, during, or following a disaster or emergency.

This policy will allow EMA to utilize a state purchase card to purchase food for EMA staff and support personnel when they are required to work outside of their normal shift due to the requirement to prepare for, respond to, or aid in recovery from a disaster or emergency.

Applicable Times/Staff:

This policy is in effect when the Director of the Emergency Management Agency deems that staff and support personnel are required to work hours in addition to their regular work hours in preparation for, or to address, an emergency. This may include nights, weekends, or holidays prior to, during, or following a disaster or emergency.

Purchase of food is permitted only when personnel must work shifts exceeding twelve hours in length due to the fact that traveling to and from home or securing other accommodations would be impractical or unsafe.

For clarity, the term emergency applies to preparing for, responding to, or aiding in recovery from a disaster that may or may not be officially declared as an emergency or state of emergency by the Governor.

Purchases:

All purchases will be made via a state purchase card and will be approved, in writing, by the Director of EMA. Allowable food purchases include grocery store food items, prepared foods and/or restaurant purchases. Restaurant purchases shall be limited to basic items such as sandwiches, salads, or pizza.

Prior to use of the purchase card, the Director of EMA will send a formal written request to the State Controller or his/her designee requesting that use of the purchase card be allowed for purchase of food pursuant to this policy for the specific disaster or emergency. The request will describe the disaster or emergency requiring the use of the purchase card, why the policy is applicable, and the expected duration of the event.

The purchase card may then be used only upon the Director receiving written approval of the request from the Controller or his/her designee.

While on official duty status, no employee shall be reimbursed for food purchases made with his or her own funds.

Signatures:



State Controller

9/7/18

Date



Director of Administration

9/7/18

Date