

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER	
	A-68	
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POLICY / PROCEDURE	AMENDMENT	/ REVISION
State of Emergency Food Purchases (State Closure)		February 1, 2015

Background:

The Governor of the State of Rhode Island is primarily responsible for emergency management of the state. Accordingly, the Governor has executive power to close the State due to an emergency or disaster, for example a blizzard or a hurricane. During such an emergency closure, certain employees may be required to work beyond their normal shift, and due to the emergency conditions, are unable to plan accordingly for meals.

Applicable Times/Staff:

This policy is in effect only during times when the Governor has declared a State of Emergency and when only essential personnel are directed to report to work. It is important to note that this policy is not in effect during an adverse weather event.

This policy pertains to those essential personnel who are required to report to work during a State of Emergency and are required to work an extended period beyond their normal shift.

Agencies with open commissaries where food is readily available during a State of Emergency are excluded from this policy.

Purchases:

Any agency requiring the purchase of food must receive prior approval from DOA Central Purchasing. All purchases will be made via a purchase card and will be centrally controlled by the agency. No employee shall be allowed to make purchases using personal funds and/or seek reimbursement for purchases.

Allowable food purchases will be grocery store purchases such as bottled water and food necessary to make sandwiches. Additionally, restaurant purchases for pizza and sandwiches will also be allowed.