



United States Department of the Interior



Bureau of Land Management

Eastern States
7450 Boston Boulevard
Springfield, Virginia 22153
<http://www.es.blm.gov>

IN REPLY REFER TO:
1510 (950) P

November 7, 2005

EMS TRANSMISSION 11/10/2005
Instruction Memorandum No. ES-2006-01
Expires: September 30, 2006

To: All Eastern States Employees

From: State Director, Eastern States

Subject: Purchase of Refreshments or Meals with Appropriated Funds

Program Area: Acquisition

Purpose: This Instruction Memorandum (IM) establishes procedures and guidelines for approval and purchase of refreshments or meals with appropriated funds.

Policy/Action: Refreshments or meals may be purchased with appropriated funds only when specific legislation or statute exists, such as Amendment 89 to the Federal Travel Regulations; the Government Employees Training Act; the Government Employees Incentive Awards Act; Public Law 98-540, to amend the Volunteers in the Parks Act of 1969; or various Comptroller General Decisions. In the absence of specific authority, the purchase of refreshments or meals is not authorized for either Government personnel or non-Government personnel, such as partners or visiting dignitaries. This IM does not apply to meals provided in conjunction with emergency firefighting.

When contemplating any purchase of food with appropriated funds, the information contained in the attached IM and Refreshment Guide should be considered. A written determination must be made and filed with the obligation document, e.g., purchase order or charge card account.

Authority for approving expenditures is delegated to the State Director and may not be redelegated.

Timeframe: This IM is effective upon receipt.

Budget Impact: A positive impact on the budget should result when funds for these expenses have been approved and determined appropriate in accordance with this policy.

Background: This policy reiterates IM No. 2006-001, Purchase of Refreshments or Meals with Appropriated Funds dated September 22, 2005, and clarifies allowable expenditures for meals for volunteers. It incorporates the General Services Administration Travel Advisory, dated January 20, 2003, that rescinds allowing employees in non-travel status to receive refreshments. It also suspends the Department of the Interior guidance that allowed payment of refreshments for non-Federal attendees at conferences. The policy for provision of meals to Resource Advisory Council members has been added.

Manual/Handbook Sections Affected: The Bureau of Land Management Manual Section 1510-Acquisition.

Coordination: Branch of Business and Administrative Services.

Contact: If you have any questions about these procedures please contact Ruth Welch, Deputy State Director, Business Resources, at 703-440-1550.

Signed by:
Terry Lewis
Acting State Director

Authenticated by:
Vernadean E. White
Management Assistant

2 Attachments

- 1 - IM No. 2006-001, Purchase of Refreshments or Meals with Appropriated Funds (2 pp)
- 2 - Refreshments Reference Guide May 2003 (7 pp)