



Title: OB/GYN Division Food Budget	Policy
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SCOPE

Applies to all OB-GYN department divisions.

PURPOSE:

Divisions will be given a budget that they will maintain for all divisional food expenditures.

PROCEDURES

- This policy pertains to each division of OB/GYN:
 - o Urogynecology
 - o General Gynecology
 - o Family Planning
 - o Maternal-Fetal Medicine
 - o Midwifery
- All divisions will be given a food budget of ~~\$500~~ \$1,000 annually.
- Division food budget may be used for Division meetings such as journal clubs, division meetings, retreats, etc.
- All purchases or reimbursements must follow UNM Policy 4000: Allowable and Unallowable Expenditures.
- It will be the responsibility of the Division Program Coordinator to obtain required receipts and produce the required list of event attendees including Division faculty or learners. Additionally, the Program Coordinator will track food expenditures and maintain an expense log
- The food budget will renew with the fiscal year (July 1). Any remaining balance from the previous fiscal year will not carry forward.
- The Division Program Coordinator will make arrangements. If all the food budget is expended, the Division Chief and/or Division members may use FOM for food purchases in the service of Divisional activities.
- Support for food for divisional interviews (Faculty/Fellows/etc) will come from the department and will need to be reviewed and approved prior to making any purchases.

APPROVAL

Prepared by: Administration

Approved by: Eve Espey, MD, MPH

Approval: 
Chair, Department of Obstetrics & Gynecology

6/30/2015
Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
Version 2	7/1/2016	Version 1	6/27/16	Adjusted amount, clarified UNM Policies. <i>ee</i>

Title:
Owner:
Effective Date:
Doc. #