Accounting

Company Drinks and Food Policy

To assist with tracking expenses related to company drinks and snacks, the Accounting Department has added a new expense category to the expense report module in D365 (see screen shot below). Currently, teams are using general expense codes like miscellaneous, office or warehouse supplies, so please ensure that teams are using this new expense coding when completing their expense reports.

Approved items:

Drinks

- Coffee, tea (includes sweet tea and unsweetened tea) and hot chocolate (i.e., compatible with a coffee pot or Keurig-style machine).
- Bottled water (i.e., Dasani, Aquafina, Poland Spring, etc.) – Prohibited without additional approval are designer water brands (i.e., VOSS, Evian, Fiji and Liquid Death).
- Soda (i.e., Coke, Pepsi, etc.)
- Gatorade/ Powerade – Any flavor approved. – Prohibited without additional approval are designer energy drinks (i.e., Monster, Red Bull, 5-Hour Energy, Starbucks Energy, Rockstar)

Snacks

Potato chips, peanuts, granola bars, crackers, cookies, small candy items, popsicles for summer and noodles for winter. Focus purchases on single serve to-go packs only. Prohibited without additional approval are items such as jerky, breakfast sandwiches and ready-made meals.

Kitchen Supplies

Basic kitchen supplies such as plastic utensils, paper plates and basic condiments are approved.
Any items not on this SOP require additional approval from the Regional Vice President.

New Expense Report Category – Snacks - Associates

