



Procedures for Employee Meal Purchases

(05/2013)

1. Wellness program discounted lunches are available four times per month for each employee. The cost is \$3.50 for each lunch and must be purchased directly from AVI at the cashier line.
2. Department-funded meals (for Goshen College business activities) must be purchased directly from AVI by providing the AVI cashier with the departmental budget account to be charged and signing as authorizer for that charge. Please let AVI know ahead of time if you are planning to bring a large group. Call the catering number (x7411) or email AVI Fresh at aviadmin@goshen.edu a few days ahead if possible to notify them of your intent.
3. Meals with Students -- Employees are encouraged to take an occasional meal with students in the college dining hall. Up to five complementary meals per semester may be used for this purpose. The purpose of this policy is NOT just a free meal, but rather to encourage individual student/employee relationships, mentoring, encouragement for students during times of stress, etc. Please let the AVI cashier know that you are using one of your meals with students.