

Pantry Snack Budget Policy

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Purpose

This policy outlines the procedures for purchasing pantry snacks for SEED Autism Services.

Applicability

This policy applies to all Program Supervisors and Management Support Team at SEED Autism Services.

Funding

The pantry snack budget is RM75 every 2 weeks, for a total of RM150 per month. The budget is allocated to Program Supervisors and Management Support Team on a monthly basis, in rotation. The person holding the budget for the month will be the Budget Holder. The Centre Administrator will publish the list of Budget Holders and their corresponding months until year end. It is the Budget Holder's responsibility to check the list.

Eligibility

Budget Holders are eligible to purchase pantry snacks for all SEED staff.

Rules

To avoid religious sensitivities, the assigned Budget Holder must avoid snacks that contain MEAT such as beef / pork. Snacks that contain chicken or seafood must have Halal certification. Strictly no alcohol in the ingredients (e.g.: home-made fruit cake with rum). Kindly also be sensitive to staff's other dietary needs such as vegetarian, vegan, intolerance or allergies to ensure nobody feels excluded. Fresh food, groceries, meals and beverages are not covered in this policy.

Procedure

The Budget Holder may purchase the snacks herself or delegate the task to a supervisee. If delegated, please inform Padma who will be making the claim so that the approval can be made accordingly.

Accountability

The Budget Holder is responsible for ensuring that the pantry snacks are used for their intended purpose, i.e. to be consumed at office during working hours. Any snacks that are not used must be stored properly and made accessible to everyone. Expired snacks must be disposed of.

This policy is subject to changes.