

Food and Beverage Consumption

Under certain circumstances when the district is deriving a benefit, the district may expend funds for food and beverage consumed by staff and others while conducting business of the district. When this situation occurs, please fill in the information requested below and obtain approval from the administrator with budget authority.

1. Purpose of meeting:

2. Date, time and place of meeting:

3. How many people will attend:

4. Who will attend (staff, volunteers, students, board, committee members, etc.):

5. Food/Beverage to be served:

6. Estimated cost of food/beverage:

7. How and where will food/beverage be purchased:

8. Method of Payment:

Purchase Order #	_____
Imprest Check #	_____
Food Services Invoice #	_____
Procurement Card	_____
Employee Reimbursement Voucher	_____
9. Account code to be charged:

10. Approval of administrator with budget authority:

Signature

Date

Submit completed Food and Beverage Consumption form signed by person with budget authority with all reimbursements or requisitions for purchase to the business office.

(See 6240P on reverse side)

Financial Services 07/11/03

Procedure 6240P

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Ceremonies, Dedications and Open Houses. Reasonable expenses associated with ceremonies and/or dedications are permitted provided that the events have been authorized by the board and serve a public purpose.

Meetings, Study Sessions and Training Sessions. Food and non-alcoholic beverages may be served at district expense when a meeting, study session, training session or hearing either continues or is scheduled to occur during normal mealtime hours and providing food and/or beverages will facilitate the continuance or scheduling of the session with minimum disruption. Expenses for food and beverage must be reasonable and serve a public purpose. Participants shall be restricted to officers, staff members, volunteers or “quasi-employees”, --non-compensated volunteers, or advisory committee members who might otherwise be entitled to actual monetary payment. Snacks and non-alcoholic of nominal nature may be provided at meetings, study or training sessions when such occur during non-mealtime hours. Such events must be approved by the superintendent or designee. All expenditures must be properly documented consistent with board policy.

Individual Conferences. Reasonable expenses for food and non-alcoholic beverages are permitted when staff members are engaged in conferences or meetings with individuals or small groups who have an interest in the operation of the district.