



DOCUMENTATION & AUTHORIZATION
FOR FOOD & BEVERAGE CONSUMPTION EXPENSES

School Board Policy 6240 recognizes that staff members and others associated with the District are expected to pay for their own food and beverages. However, under certain circumstances when the District is deriving a benefit, the District may expend funds for food and beverages consumed by staff and others while conducting the business of the District.

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, Training Sessions: Food and non-alcoholic beverages may be served at District expense when a meeting, study session, training session or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption. Expenses for food and beverages must be reasonable and serve a public purpose.

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 that have an interest in the operation of the school.

TO BE COMPLETED BY APPLICANT

Applicant _____ Location _____
Event _____

CEREMONIES, DEDICATIONS AND OPEN HOUSES:

Is this event a ceremony, dedication or open house? ___ Yes ___ No
Has it been approved by the Board of Directors, and does it serve a public purpose: ___ Yes ___ No
(If "No," explain)

MEETINGS, STUDY SESSIONS, TRAINING SESSIONS, AND HEARINGS:

Does the meeting, study session, training session or hearing continue through normal meal hours and serve a public purpose? ___ Yes ___ No (if "No," explain)

Are all participants identified as officers, staff members, volunteers, or "quasi-employees"? ___ Yes ___ No
(If "No," explain)

Has the event been approved by the Superintendent? ___ Yes ___ No (if "No," explain)

If this is a non-mealtime, are these expenditures snacks and/or non-alcoholic beverages? ___ Yes ___ No
(if "No," explain)

Please attach the following items for audit purposes:
_____ Agenda showing event date and time
_____ List of participants eating meals
_____ Statement explaining how the expenditure benefits the District

Supervisor's Signature _____ Date _____

SUPERINTENDENT'S APPROVAL

In accordance with District Policy No. 6240, I approve the District's expenditure of funds to provide for consumption of food and beverages at _____ on _____ while in the conduct of business that is of benefit to the District.

Superintendent's Signature _____ Date _____

Required Attachments:

- 1. Copy of Purchase Order/invoice/statement that defines the nature of expenses incurred
2. Agenda/statement that defines the nature of business conducted
3. List of attendees