



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. Procedures have been established to allow such expenditures and shall be supported by statements that show (1) the occasion for incurring expenses, (2) the nature of expenses incurred, and (3) the general nature of the business being conducted.

<u>Ceremonies, Dedications and Open Houses</u>: 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.

<u>Meetings, Study Sessions, Training Sessions</u>: 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. 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 beverages of a nominal nature may be provided at meetings, study or training sessions when such occur during non-mealtime hours. The Superintendent must approve such events. 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 that have an interest in the operation of the school.

TO BE COMPLETED BY APPLICANT

Applicant	Location	
CEREMONIES, DEDICATIONS AND OPEN HOUS	SES:	
Is this event a ceremony, dedication or open house Has it been approved by the Board of Directors, and MEETIINGS, STUDY SESSIONS, TRAINING SES Does the meeting, study session, training session of	d does it serve a public purpose:Yes (If " SIONS, AND HEARINGS:	No," explain)
public purpose?YesNo (if "No," explain)		
Are all participants identified as officers, staff memb	pers, volunteers, or "quasi-employees"?Y	es <u>No</u> (If "No," explain)
Has the event been approved by the Superintender	t?YesNo (if "No," explain)	
If this is a non-mealtime, are these expenditures snacks and/or non-alcoholic beverages?YesNo		
Please attach the following items for audit purposes	Agenda showing event date and time List of participants eating meals Statement explaining how the expenditure ber	
	Supervisor's Signature	Date
SUPERINTENDENT'S APPROVAL		
In accordance with District Policy No. 6240, I approve the and beverages at that is of benefit to the District.	e District's expenditure of funds to provide for cons	
	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		