

IMPORTANT NOTICE

Per Finance Department, February 27, 2023, Food purchases are not permitted at this time.

However, if you have LAP High Poverty Funds, you can submit a Food Approval Request, **prior** to your K Orientation Event, to your Budget Authority for approval.

Food Approval Request

(Snacks/Meals/Drinks)

School _____

Event _____

Date of Event _____

Approximate Number of Attendees _____

Estimated Expenditure _____

Budget Code _____

Approval _____
Superintendent's Cabinet Member

Date Approved _____

☐

Agenda Attached

SECTION 1.02 – FOOD AND BEVERAGE CONSUMPTION (pg. 1)

A. Overview

- **Expenditures for food and beverages should have prior approval.**
Approval for food and beverage expenditures must have the approval of the originator's division/department head who is a member of the superintendent's cabinet.
- A copy of the meeting agenda is to be provided with the request for approval.
- A list of attendees and the agenda must be attached to any request for reimbursement for food and beverages or as document supporting procurement card or imprest account use.
- The amount of food and beverages purchased should be appropriate for the number of attendees.
- Quick Reference: Documentation Requirements for Food Reimbursements

Updated: 9/29/2016