

SECTION 1.02 – FOOD AND BEVERAGE CONSUMPTION

Contact: Finance @ Extension 4150

A. Overview

Under certain circumstances, it is permissible to expend district monies to provide food and beverages for meetings while conducting district business.

- 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. Agenda is not required for snacks during an all building/department meeting if associated with a clear team building purpose to improve climate and culture.
- A list of attendees and the agenda must be attached to any request for reimbursement for food and beverages or as documentation supporting procurement card or imprest account use. Agenda is not required for snacks during an all building/department meeting if associated with a clear team building purpose to improve climate and culture. If a meeting is an all building/department meeting the number of attendees can be provided in lieu of a list.
- The amount of food and beverages purchased should be appropriate for the number of attendees.

B. Reference

[Board Policy/Procedure 6210/6210P](#)

[Board Policy/Procedure 6225/6225P](#)

C. Guidelines for Meals

- District funds may not be used to purchase meals while dining at a restaurant unless approved by the superintendent or designee.
- Generally, meals may be provided where all or most of the participants are away from their regular workplace and it is not convenient for the participants to make individual arrangements to eat. The cost of the meal must be reasonable.
- Meals may be provided to meeting participants outside the normal workday or on non-workdays. In these cases, the meeting should be relatively lengthy (at least four (4) hours or during a normal meal time). Participants should stay on-site and on-task.

- The district may provide meals to volunteers in situations where there is some reasonable relationship between the volunteer services and the meal.
- The district may provide meals at **building** events in instances where the event meets the requirement of under [Section 1.04 - Gifts: Guidelines – Employee Recognition with District Funds](#).
- Meals/catering for subgroups such as leadership team or sub-department retreat, are generally not allowed unless the meeting is longer than 4 hours.

D. Guidelines for Snacks (Rolls, Cookies, Fruit, Vegetables, Etc.)

- Snacks of a nominal nature may be provided to staff for meetings over 45 minutes, which are held on or off-site during the normal workday or on non-workdays, or those that extend the normal working day.
- Snacks may be provided volunteers who are not otherwise compensated for the services provided to the district.

The table below provides examples of appropriate snack and meal purchases.

Snacks/Meals**		
Type	Allowable	Comments
Snacks for all building/department meeting greater than 45 minutes	Yes*	Agenda not required if associated with a clear team building purpose
Snacks for leadership meeting	Yes*	Infrequently and equitably provided to other sub-group meetings such as safety committee
Meals at restaurants	No	Major public perception exposé
Restaurant catering to building event	Yes	Prudent menu with public perception sensitivity
Meals/catering for subgroups such as leadership team	No*	Unless compliant with current 4-hour minimum rule
Meals for meeting over a lunch period	No*	Unless most of the participants are away from their regular workplace and it is not convenient for the participants to make individual arrangements to eat.

*Conditional based upon comments

**This is not an exhaustive listing

E. Guidelines for Beverages (Tea, Coffee, Soft Drinks, Juice, etc.)

- Beverages may be provided whenever snacks or meals are appropriate.

F. Quick Reference

- [Food Approval Request](#)
- [Documentation Requirements for Food Reimbursements](#)