

## **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