

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