

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.

- [**All 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 documentation supporting procurement card or imprest account use.
- 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

- 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 staff 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.

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

- Snacks of a nominal nature may be provided to staff for lengthy meetings (2-3 hour duration) which are held on or off-site during the normal workday or on non-workdays.
- Those that extend the normal working day by a minimum of an hour and a half.
- Snacks may be provided volunteers who are not otherwise compensated for the services provided to the district.

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 Requirement for Food Reimbursements](#)