

**Food and Beverage Authorization Form**

This form must be completed when providing food and beverage consumption with a value greater than \$25 while in the conduct of business that is of benefit to the district. Refer to Administrative Procedure 7325P.

Function \_\_\_\_\_ Location \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Date of Meeting \_\_\_\_\_ Time \_\_\_\_\_ Number of Participants \_\_\_\_\_

**A. Beverages & Snacks – NOTE: One of these criteria must be met**

- Meeting is during workday, at workplace, with a minimum duration of 3.5 hours.  
(e.g. half-day self study, curriculum workshop)
- Meeting is away from the regular workplace of participants and at least 2.0 hours in length.  
(e.g. district meetings, principals’ meetings)
- Meeting is before or after contracted work day and at least 1.5 hours in length.  
(e.g. committee work early morning or late afternoon)
- Meeting attended largely by volunteers and at least 1.5 hours in length.

**B. Meals**

A modest meal can be served if the meeting requires participants to “remain on-site and on task”. This means that the agenda does not provide a break or change in topics which would allow participants to leave the meeting and pursue their own meals.

**C. Processing Instructions (please check one)**

- Travel & Expense Reimbursement Claim Form: Attach original receipts and Food & Beverage Authorization Form to the Reimbursement Claim Form and submit to Accounts Payable.
- Purchasing Card: Attach original receipt and Food & Beverage Form to monthly P-Card packet.
- Purchase Requisition: Scan and attach Food & Beverage Authorization Form to the purchase requisition.

**D. Signatures and Budget Account Codes Required**

Requestor’s Signature	Date	Cost Estimate
Immediate Supervisor/Administrator/ASB Advisor	Date	Budget Account Code
Add’l Budget/ASB Approval Signature (if applicable)	Date	Budget Account Code

**E. To Place A Northshore Food Services Department Order**

Complete the lower portion of this form and forward to the Food Service Office (fax 7645). Please provide seven (7) working days advance notice. Questions: call 7654.

Items Ordered from Food Services	Quantity	Office Use Only
<b>Total</b>		