

Food and Beverage Consumption

Under certain circumstances when the district is deriving a benefit, the district may expend funds for food and beverage consumed by staff and others while conducting business of the district. When this occurs, please fill in the information requested below and obtain approval from the administrator with the budget authority.

Purpose of meeting:

Date, time and place of meeting:

How many people will attend:

Who will attend (staff, volunteers, students, board, committee members, etc.):

Food/Beverage to be served:

Estimated cost of food/beverage:

How and where will food/beverage be purchased:

Method of payment:

- Purchase Order # _____
- Imprest Check # _____
- Food Service Invoice # _____
- Procurement Card _____
- Employee Reimbursement Voucher _____

Account code to be charged:

Approval of administrator with budget authority:

Signature

Date

Submit completed Food and Beverage Consumption Form signed by person with budget authority will all reimbursements or requisitions for purchase to the business office.

(see 6240P on reverse side)