

CATERING, MEALS, AND LIGHT REFRESHMENTS

POLICY:

The Lake Stevens School District Board of Directors recognizes the occasional need to cater meals and/or provide light refreshments to employees under certain circumstances. The Board wishes to keep these practices in line with state rules and regulations. The Superintendent shall set in place a process for prior approval of these activities as well as the circumstances that are appropriate for the provision of meals and/or light refreshments.

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PROCEDURES:

1. The required documentation for approval for beverages/light refreshments or catering expense reimbursement must be filed at the Business Services Department prior to any district commitment. Requests are to be filed on the "Light Refreshment and Catering" form or by a formally written memorandum. A justification supporting the request, including the names of the district organization(s) or person(s) attending the meeting and the purpose or accomplishments, is to be included in the documentation.

2. The Superintendent or authorized designee may approve the serving of beverages/light refreshments and/or catering at district-sponsored meetings or formal training sessions; however, the District is not required to provide beverages/light refreshments and/or catering. **This authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions as determined by the Superintendent or authorized designee, where:**
 - a. The purpose of the meeting is to conduct district business or to provide formal training that benefits the District;
 - b. The beverages/light refreshments or catering is an integral part of the meeting or formal training session;
 - c. The District obtains a receipt for the actual costs of the beverages/light refreshments and/or catering; and
 - d. District approval for the serving of beverages/light refreshments and/or catering is to be provided to the district person responsible for the meeting or formal training session prior to the event.
 - e. Charges for the costs associated with the request/activity will be made to the budget of the program involved.