



Date: March 14, 2024
To: VUSD Administrators
From: Nathan Hernandez, CBO
Subject: **District Food Purchasing Guidelines**

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Visalia Unified administration would like to share these overarching guidelines for food purchases for our District. First and foremost, we are here for the education of students, it is our hope that all of our district budgets and resources are used in the most efficient manner to that end. Please feel free to contact the Finance Department or your Area Administrator with specific questions regarding food purchases.

1. Up to four site-level professional development lunches will be allowed per school year if funded out of an appropriate resource or donation account. The donation must be specific to the activity. It must be a working lunch during training with an agenda and sign in sheet. These would normally be held on a non-student attendance day or district-wide minimum day schedule and should not exceed \$15 per person.
2. Continental breakfasts can be offered at a minimal cost (no more than \$10 per person), when staff is voluntarily attending a site-level or district training starting *prior to* the work day.
3. Site or department level staff meetings should not occur at restaurants unless personally funded. Regular staff meetings should not be scheduled during the normal lunch hour.
4. Please issue a requisition and PO for each specific catering or meal event (open PO's for food supplies for staff development meetings will be allowed for Smart & Final or other vendors that accept VUSD PO's).
5. Coffee and tea supplies for staff lounges should be personally funded through staff donations.
6. Snack or food purchases for staff meetings held on sites or at district offices will be allowed for a cost of \$5 or less per staff member, not more than twice per month.
7. Restaurant or catered staff or holiday parties shall be paid by a collection or donation fund specifically for the event.
8. Food costs for parent trainings, etc., will continue to be allowed when funded out of the appropriate funds.
9. "Staff appreciation" and "Parent volunteer appreciation" purchases (food or drinks) should be personally funded or funded by a booster club or PTA. The donation should specify the activity.
10. Meal reimbursements for approved out of district travel/conference events will continue.
11. Special exceptions to the above guidelines will require cabinet level approval.
12. No food purchases are allowable from Title I funds.



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