



TO: Administrators, Supervisors,  
Bookkeepers and Secretaries

FROM: Sherri Mathews-Hazel, CPA  
Chief Financial Officer

RE: Providing Meals for District Meetings and Professional Development

DATE: March 1, 2022

Please be advised that procedures must be adhered to for providing meals at district meetings or professional development. The guidelines for providing meals at district meetings or professional development for fiscal year 2021-22 are listed below.

- Breakfast not to exceed **\$10 per person**
- Lunch not to exceed **\$15 per person**
- Dinner not to exceed **\$20 per person**
- When breakfast, lunch or dinner is provided for District meeting or Professional Development departments are required to obtain **authorization** from your direct supervisor, who will then request approval, in advance, from the appropriate Executive Team Level Administrators **BEFORE** a requisition is entered in MUNIS or use of Pcard.
- Snacks for meetings does not require prior approval from Executive Team level administrators.

In accordance with all meals purchased by either p-cards or purchase orders for professional development and staff meeting, the attached "Food Purchase Justification" form must be completed with all required approvals **PRIOR** to any purchases, No EXCEPTIONS.

If you fail to obtain prior approval you may be required to reimburse the district.

Please feel free to contact Abigail Padilla if you have any questions at [Abigail.Padilla@richlandone.org](mailto:Abigail.Padilla@richlandone.org) or 803-231-7555.

Approved:

Dr. Craig Witherspoon  
Superintendent

Attachment