JACKSON COUNTY SCHOOL DISTRICT
REQUEST TO PURCHASE FOOD FOR BUSINESS MEETING

Requesting School/Dept.				
School/Dept. Contact				
Name of Meeting				
Location of Meeting				
Date(s) of Meeting				
Time Frame	Start:		End:	
Purpose of Meeting				

Is work to be conducted during meals? (Check yes or no)

	Yes	List type of work:	
	No	Attach a signed justification memo detailing why it is more efficient to provide food on-site rather than leave the premises	

Type of Request (check all that apply)

	Meal for Business Meeting	
	Refreshments for Business Meeting	
	Other (specify):	

Required Attachments:

	Agenda
	List of Attendees and the School and/or Department they represent
	Proposed Contract for Food
	Justification of how JCSD goals are met

Funding Source Code: Amount: $_____

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Guidelines for meals and refreshments at meetings:

1) The meeting is reasonably related to the goals or functions of the department.

2) For Meals:
   a) The meeting will last a reasonable amount of time before and after the meal.
   b) The meal itself will encompass a normal mealtime hour and business will be conducted during the mealtime, or the determination is made that it is more efficient to provide food on-site rather than leave the premises.
   c) The meeting is scheduled for a minimum of 4 hours.
   d) The per participant cost for meals, including service fees, shall not exceed $14.00.

3) For Snacks and Refreshments Only:
   a) The meeting is scheduled for a minimum of 3 hours that does not include a normal mealtime.
   b) The per participant cost for meals, including service fees, shall not exceed $6.00.

Requisitioner's Signature: _____ Date: _____

Approver's Signature: _____ Date: _____