

SHORELINE PUBLIC SCHOOLS
CERTIFICATION FOR SNACK/MEAL EXPENDITURE – GENERAL FUNDS
[Use in lieu of any other form]

Reimburse to: _____

Description of meeting _____

Meeting date _____ Meeting time _____

Meeting location _____

Budget Admin. Prior Approval: _____ \$ _____
 Amount of Reimbursement {*Attach Receipt*}
 (submit form/receipt within 60 days of receipt date)

STAFF MEMBERS WHO ARE REQUESTING DISTRICT PROVIDED SNACKS AND MEALS ARE EXPECTED TO FAMILIARIZE THEMSELVES AND FOLLOW POLICY #7325 AND PROCEDURE 7325P. SNACK AND MEALS FOR STUDENTS MUST MEET THE SLSD NUTRITIONAL GUIDELINES OF POLICY #8230.

General Fund Account Code:		STAFF			
		5720			
		5730			
		STUDENTS			

AS THE PERSON CHARGED WITH BUDGETARY RESPONSIBILITY, I CERTIFY THAT THE FOLLOWING CONDITION(S)* EXIST IN RELATION TO THIS REQUEST (check at least one):

- _____ **Grant-funded:** Competitive grants that permit for such refreshments.
 (SPECIFY GRANT PROGRAM) _____
- _____ **Volunteers:** Participants are largely district volunteers or non-district persons working to the direct benefit of the district. {*Attach roster/sign-in sheets*}
- _____ **Meetings:** Meeting extends at least two hours outside the normal work day and includes a normal meal time. (MEETING TIME) _____ {*Attach roster/sign-in sheets/agenda*}
- _____ **Special Events:** Annual, one-time or special events such as recognition. (Describe above)
- _____ **Students:** Nutritional snacks meeting Policy 8230 for special occasions and assessment tests. (Describe above)

Snack/Meal reimbursements are subject to all other applicable reimbursement guidelines and district policies.

 Claimant Signature Date

Adopted June 17, 2002
December 5, 1998
 Revised October 29, 2009

 Supt./Supt. Designee Approval Date