



PURCHASED FOOD AND BEVERAGE FORM

Under certain circumstances the District may expend funds for food and beverages consumed by staff, students and others while in the conduct of the business of the District and in accordance with District Policy 6240. Such expenditures shall be supported by answering the following questions and attaching this signed form along with supporting documentation (e.g. meeting agenda, roster, etc.) to your invoice upon submission to the Business Office.

School/Department _____

Date of Expense _____

1. Names of persons, or a group of persons (attach roster), whose food and/or beverages were purchased by the District:

2. The occasion for incurring expenses:

3. Name of vendor and amount (may list multiple vendors if for same event):

4. The general nature of the business that was being conducted:

Advisor: _____

(print name)

(signature)