



Adopted: 03/20/2023

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Reviewed:

Revised: __

750R PAYMENT FOR FOOD AND DRINK POLICY

I. PURPOSE

The purpose of this policy is to establish the parameters for purchase of and payment for food and drink for events using District funds.

II. GENERAL STATEMENT

A. The District does not on a regular basis use district funds for the purchase of food and drink consumed by employees of the district or its guests. However, the Board of Education recognizes that it is sometimes necessary to provide refreshments at District sponsored functions. Such expenditures are permitted at meetings when the Superintendent, or the Superintendent's designee, determines that expenditures of funds for this purpose serve a district purpose or as otherwise permitted by this policy and any rules promulgated by the Superintendent.

Nothing in this policy prohibits employees from providing refreshments at their own expense at other meetings, training sessions or similar functions.

II. METHOD OF PAYMENT

A. The preferred method of procurement of food and drink for permissible purposes is the general requisition and purchase order process. In rare situations a district purchasing card, or reimbursement may be used to pay for food and drink. Reimbursement is not the preferred method and may be strictly limited by the Superintendent. Persons who regularly purchase food and drink for district involved events should use the general requisition process.

III. APPROPRIATION OF FUNDS

A. Employees who appropriate district funds, whether from school, department or grant funds, for non-permissible expenditures for food and beverages shall be held personally responsible for these expenses. Employees may also be subject to disciplinary actions consistent with the terms of any employment contract, plan or collective bargaining unit contract to which the employee is a party.

B. Only commercially prepared food and beverages may be purchased with district funds.

IV. PERMISSIBLE EXPENDITURES

A. School, Department or grant funds may be used to pay the expenses for food and beverages served at District sponsored meetings where the primary audience is:



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- Employees according to regulations established by the Superintendent.
- Parents or community members and students attending with parents at the event.
- Students and their employee chaperones participating in student government activities held during regular meal times.
- Students and their employee chaperones participating in school sponsored activities occurring outside of the regular school day held during generally scheduled meal times.