



JUSTIFICATION FORM

LIGHT REFRESHMENTS/SNACKS & FOOD SERVING SUPPLIES TO PURCHASE FROM AUTHORIZED GROCERY STORE

ATTACH TO THE "LACOE-BEST" REQUISITION HEADER TAB

*INFORMATION SUMMARY

1. What is the event for? _____
2. Where does it take place? _____
3. Goal of the event: _____
4. Date _____ Start Time: _____ End Time: _____
5. Total Amount: \$ _____ **(NOT TO EXCEED \$200)**
6. Authorized Users: _____

Name

Name

Name

Name

DEPARTMENT INFORMATION

1. Department: _____ Date: _____
2. Requesting Administrator name: _____ Title: _____
3. Requesting Administrator's Signature: _____
Pen signature is required

Below are events where light refreshments/snacks may be purchased using District funds for employees, students or other individuals identified.

NOTE: Not authorized for staff/student parties or standard staff/department meetings.

Check box where applicable.

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| ☐ 1. INTERNAL WORKSHOPS
District sponsored workshops related to the operations of the District and snacks will be provided so essential training/workshops data will not be missed by participants and the training/workshops. | ☐ 2. CULTURAL DIVERSITY AWARENESS PROGRAMS
Event to further a cultural awareness and diversity objectives. |
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| ☐ 3. INTERVIEW PANELS
Any person participating in the interview of prospective employees. | ☐ 4. STUDENT RECOGNITION/AWARDS CEREMONY
Award Ceremonies for students. |
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| ☐ 5. DONATION/GRANT/ASB FUNDS
Light refreshment purchases, using funds from a donation/grant or ASB funds. Note: Attach donated/grant/ funds justification data form. | ☐ 6. DISTRICT LEADERSHIP MEETINGS
Meetings to plan goals and objectives that occur on an infrequent basis. |