FOOD PURCHASE POLICY

Effective May 1, 2018

This policy is established to provide guidance on food, snacks, and drinks purchased with District funds for meetings or trainings held within the District.

Complete meals may only be provided for meetings or trainings that are scheduled in excess of 3 hours and that begin before 7 am, begin before 11 am and end after 1 pm, or end after 7 pm. Examples of complete meals include continental breakfast, boxed lunches/dinners, party platters, serve yourself buffet style meals, etc., and drinks to include juices, teas, sodas, etc. In certain circumstances, meals may be approved for multiple back-to-back meetings of the same participants, or for non-routine lunch or dinner meetings. Backup (i.e. agenda, sign-in sheet or calendar invite) will be required to be attached to the payment source (i.e. credit card statement, direct pay or PO).

Snacks may only be provided for meetings or trainings that are scheduled in excess of 2 hours, or for meetings that begin shortly after the end of the work day and are scheduled for at least 1 hour. When possible, snacks should be non-perishable items such as granola bars, individually packaged snack items, crackers, nuts, etc., and exclude all items considered complete meals as listed above. All leftover snacks must be stored away and used for subsequent meetings or trainings and are not for employee general consumption.

Drinks, such as water and coffee, may be provided for meetings or trainings of any length. While coffee is provided in many office locations and may be consumed by employees, bottled water is limited to use during meetings and trainings and is not for general employee consumption.

Exceptions to this policy include parent, volunteer, and community meetings, workshops, trainings, etc.

Food may be purchased with District funds for employee appreciation or celebration events when such events are infrequent and stay within a reasonable per-person budget. Use of District funds for this purpose requires pre-approval from the Deputy Superintendent of Business Services or designee.