PERRIS UNION
HIGH SCHOOL DISTRICT

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Superintendent: Dr. Jose Luis Araux

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Assistant Superintendent
Business Services

Dr. Shanna Egans
Assistant Superintendent
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Alfredo Andrade
Chief Human Resources Officer

TO: All Site Administrators, Program Leads, ASB Advisors

FROM: Carmen M. Ochoa, Director of Purchasing

DATE: August 15, 2025

SUBJECT: Guidance on Food Purchases

Guidance on Food Purchases

An approved Purchase Order is required prior to food orders being placed.

When submitting your requisition, the Purpose and Justification Statement must be included in the requisition notes.

Clearly **explain the purpose** of the meal and how it supports a **valid public or educational purpose**.

Example: "Working lunch for School Site Council reviewing Title I budget" or "Dinner provided during emergency response to campus flood cleanup."

Include a copy of the Event/Meeting Agenda with your requisition backup.

- Attach the **detailed receipt** showing:
- Date of purchase
- Items/food purchased
- Total cost
- Name of vendor/restaurant
- Credit cards should only be used in emergency situations. If using a **credit card**, include a **credit card statement** and cardholder name as backup.

This proves that the meal supported an **authorized activity** (e.g., advisory committee, professional development, or emergency situation).

- Attach a **formal agenda**, meeting notice:
- Date and time of the event
- Topics to be discussed
- List of attendees (or stakeholder groups represented)

When submitting your invoice for payment:

Include an Attendee List or Sign-in Sheet

- Include a **sign-in sheet** or list of individuals who received the meals.
- Identify their role or group (e.g., "parent member," "student rep," "classified staff").
- For larger events, the attendee list may summarize groups (e.g., "40 classified staff members").

Justification of Necessity

- If outside of regular business hours or during emergencies, include a statement explaining:
- Why meals were necessary (e.g., "Meeting ran through dinner time," "Staff responding to active facility emergency").

Why alternative arrangements (e.g., meal stipends or per diem) were not used.

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