

FINANCIAL MANAGEMENT

Food and Beverages Checklist

This form must be completed when providing food and beverage consumption while in the conduct of business that is of benefit to the district. If the purchase has a value greater than a total of \$25 per meeting this checklist needs to be attached to the receipt(s). Refer to 6214RR.

Meeting: _____ Location: _____
 Contact Person: _____ Phone: _____
 Date of Meeting: _____ Start time: _____ Estimated end time: _____
 Meeting Purpose (specific) : _____

Attach the following items:

- Attendee List - separate Sign-In sheet (needs to include **printed** name & signature)
- Detailed Meeting Agenda

Check the boxes that apply below:

SNACKS - Meetings 1 hour or more in length if cost is reasonable. Attach this checklist to receipt if cost is more than \$25

- ☐ *Snacks are defined as items commonly served between meals, but not intended to substitute for meals such as cookies, pastries, crackers, fruit, and cheese, etc. Items in this category shall be reasonable and shall not constitute a meal.*

MEALS - *Applies to IN-DISTRICT activities only* - Attach this checklist to receipt if cost is more than \$25

A modest meal can be served if the meeting requires participants to "remain on-site and on task". This means that the agenda does not provide a break which would allow participants to leave the meeting and pursue their own meals.

Part 1 (select one):

- ☐ Meeting at District Property ☐ Meeting outside of District Property (ie. public library, community center)

Reason for leaving District Property

Part 2 (select one):

- ☐ Meeting is during workday and at least 4 hours in length. Staff required to work through lunch or dinner hour for efficiency purposes (e.g. half-day self study, curriculum workshop)
- ☐ Meeting is less than 4 hours but there is community/volunteer participation and/or is a required part of grant funding (e.g. Veteran's celebration, volunteer appreciation)
- ☐ Meeting is before or after contracted work day and at least 1 hour in length. (e.g. committee work early morning or late afternoon)

PROCESSING INSTRUCTIONS (select one)

- ☐ Purchasing Card: Attach original receipt, Food and Beverage Checklist, Agenda and Staff Sign-In Sheet to monthly P-Card packet.
- ☐ Purchase Requisition: Scan and attach Food and Beverage Checklist, Agenda and Staff Sign-In Sheet to the purchase requisition.

Executive Director of Finance Approval: