

FINANCIAL MANAGEMENT

Food & Beverage Consumption
Validation for Superintendent's Meal Purchase / Bearing the Cost for Guest

According to Board Policy 6214, the board recognizes that staff members and others associated with the district are expected to pay for their own food and beverages. However, under certain circumstances when the district is deriving benefit, the Superintendent may expend funds for food and beverage while in the conduct of the business of the district.

Date of Purchase _____ Location _____

Purpose of Meeting _____

Attendee's Name / Position _____

Number of meals purchased _____ Cost (receipt attached) _____

A. Official Business Meals – District funds can be used to support meals consumed in connection with substantive and bona fide district business only when one of the following conditions exists:

Superintendent has been scheduled to attend a meeting concerning official district business and the meeting is during a traditional mealtime hour.

Superintendent is required to incur expenses as host for a person or groups of persons deemed to be the official guests(s) of the district.

Superintendent is required to incur expenses for attending service clubs, SEWASA, WSSDA, etc.

B. Processing Instructions (please check one)

Purchasing Card: Attach original receipt and this form to monthly P-Card packet.

Purchase Requisition: Scan this form and attach to the purchase requisition.