

FOOD AND BEVERAGE CONSUMPTION

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 district may expend funds for food and beverage consumed by staff and others while in the conduct of the business of the district.

The superintendent is directed to establish procedures, which reflect the intent of the board to provide for reasonable food and beverage consumption while in the conduct of business that is of benefit to the district. Such expenditures, shall be supported by statements that show:

- A. the occasion for incurring expenses;
 - B. the nature of expenses that were incurred; and
 - C. the general nature of the business that was being conducted.
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Adoption Date: 02/06/96
Revised: 08/17/04

Food and Beverage Consumption

Ceremonies, Dedications and Open Houses - Reasonable expenses associated with ceremonies and/or dedications are permitted provided that the events have been authorized by the board and serve a public purpose.

Meetings, Study Sessions, Training Sessions - Food and non-alcoholic beverages may be served at district expense when a meeting, study session, training session or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption. Expenses for food and beverage must be reasonable and serve a public purpose. Participants shall be restricted to officers, staff members, volunteers or "quasi-employees,"-- non-compensated volunteers, or advisory committee members who might otherwise be entitled to actual monetary payment. Snacks and non-alcoholic beverages of a nominal nature may be provided at meetings, study or training sessions when such occur during non-mealtime hours. Such events must be approved by the superintendent. All expenditures must be properly documented consistent with board policy.

Individual Conferences. Reasonable expenses for food and non-alcoholic beverages are permitted when staff members are engaged in conferences or meetings with individuals or small groups who have an interest in the operation of the district.