

FOOD AND BEVERAGE CONSUMPTION

The Superintendent or his/her designee is responsible for establishing and maintaining procedures for the consumption of food and beverages by employees, patrons, and guests of the district. Food and beverages should be restricted to those activities that can be determined as a benefit to the district. Expenses for food should be reasonable and limited to activities that serve the needs of the program.

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

Meetings, Study Sessions, Committees, and Training Sessions. Food and nonalcoholic beverages may be served at district expense when a meeting, study session, training session, committee meeting, or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption. Such events must be approved. Expenses for food and beverages must be reasonable and serve a public purpose. Snacks and nonalcoholic beverages of a nominal nature may be provided during non-mealtime hours provided a benefit to the district is derived and documentation is maintained. Scheduling regular meetings during normal meal-times is discouraged. It is recommended that meetings not interfere with the attendee's normal meal-time. All expenditures must be properly documented consistent with the intent of the board policy.

Meals with District Vendors. District officers and employees may not accept meals from any supplier of goods or services to the District. This is considered a gratuity per district Policy #6230. District funds cannot be used to pay for vendor meals.

Other meals. Employees on overnight travel status are authorized reimbursement for their meals in accordance with Travel Policy and procedure #6213. Meal expenses not associated with travel or a District sponsored event, is not allowed. Unless otherwise approved, employees are not authorized to pay for other non-staff meal expenses.