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4 **REFRESHMENTS, MEALS, SERVED AT MEETINGS**
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6 **A. Refreshments**
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8 The Board of Trustees authorizes the expenditure of funds for refreshments served at meetings
9 and in-service events conducted for District business up to \$500. Expenditures in excess of \$500
10 require Board approval prior to the meeting or event.
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12 **B. Meals**
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14 The Board of Trustees authorizes the expenditure of funds for meals for staff members served at
15 meetings and in-service events conducted for District business up to \$500. Expenditures in
16 excess of \$500 require Board approval prior to the meeting or event.
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18 Expenditures for meals must specify on the purchase order:

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- 20 1. The name(s) of employees for which the meals were served
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 - 22 2. The agenda or purpose of the meeting
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 - 24 3. The location and date of the meeting
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26 **C. Meals for Students or Non-employees**
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28 Any expenditure of meals served to students, volunteers or other individuals who are not
29 employees of the District require Board approval prior to the meeting or event.
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31 **D. Meals/Refreshments Charged to Grant Funds**
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33 Any expenditure for meals or refreshments charged to grant funds must meet the requirements
34 set forth in paragraphs A and B above. In addition, such expenditures must be specifically
35 authorized by the terms and conditions set forth in the grant agreement.
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55 Approved: April, 2004
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