

Food and Beverage Consumption

Bellevue School District conducts training sessions, workshops, study sessions, open houses, dedications and ceremonies, and informational and business meetings which are beneficial to the operation of the district. When meals or refreshments are provided for such meetings, the following procedures will be observed.

A. Refreshments

The cost of refreshments such as coffee, tea, soft drinks, and snacks (e.g., rolls, donuts, etc.) for meetings and workshops may be paid by the district when, in the judgment of the building or department budget administrator, providing such refreshments will contribute to the effectiveness of the meeting.

B. Meals

If approved by the superintendent or designee, meals may be furnished to participants at board meetings, staff meetings, workshops, retreats, etc. or in situations where providing such meals will contribute to the effectiveness of the meeting, the cost of the meals is reasonable, and it would not be convenient for the participants to make individual arrangements for meals.

C. Food and Beverage Authorization Request Form

When it is desirable to provide refreshments or meals, a Food and Beverage Authorization Request Form (Procedure 6240P – Exhibit A) must be submitted prior to incurrence of the expenditure. Building or department budget administrators approval must be obtained whenever it is desired to provide refreshments or meals at district expense. Further, if meals are to be provided, it is necessary to obtain approval from the superintendent or designee.

D. Expenditure Documentation

In order to provide adequate documentation to satisfy legal requirements, each expenditure for refreshments or meals shall be supported by vendor receipts and statements that show:

1. The purpose for incurring the expenditure. b. The benefits derived by the district.
2. The names of those consuming the food and beverage.
3. The job title or official capacity of those provided with food and beverage.
4. The type of items, and cost of food and beverage provided.

Date: 9.15