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## **Food and Beverage Consumption**

### **Purpose**

This procedure details the process for expending funds for food and beverage consumed by staff and others while conducting business for the District.

### **Scope**

This procedure applies to the Superintendent, Chief Financial Officer and employees of the Valley School District.

### **Procedure**

#### **1. 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.

#### **2. Meetings, Study Sessions, Training Sessions**

Food and nonalcoholic 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 nonalcoholic 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.

#### **3. Individual Conferences**

Reasonable expenses for food and nonalcoholic 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.

### **Supporting Documentation**

#### **Document History**

<b>Action:</b>	<b>Date:</b>
New	June 23, 2010
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