

### **Food and Beverage Consumption In-District**

Riverview School District conducts training sessions, study sessions, and informational meetings which are beneficial to the operation of the district.

A. **Refreshments**

The cost of refreshments, such as coffee, tea, soft drinks, and snacks (e.g., rolls, donuts, etc.) for staff meetings, workshops and special events, held within the district at locations which are different from the workstations of all or most of the participants may be paid by the district when, in the judgment of the budget administrator, providing such refreshments will contribute to the efficiency of the meeting, workshop, or special event.

B. **Meals**

If approved by the superintendent or designee, meals may be furnished to participants at board meetings, staff meetings, workshops, special events or retreats in situations where providing such meals will contribute to the efficiency 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. Generally, the cost should not exceed \$14.00 per participant.

C. **Volunteers**

In consideration of services rendered by volunteers who are not otherwise compensated by the district, the district may provide volunteers refreshments and/or meals.

D. **District Food Services**

Administrators responsible for scheduling meetings are encouraged to contact the district food services department regarding provisions for refreshments and/or meals at meetings.

E. **Food and Beverage Authorization Form**

When it is desirable to have the district provide refreshments and/or meals for in-district staff meetings, to volunteers, or to have food and/or beverage provided by district food services, a Food and Beverage Authorization Request Form must be submitted and approved prior to incurrence of the expenditure. Budget administrator approval must be obtained to provide refreshments and/or meals at district expense. Also, if meals are to be provided, it is necessary to obtain approval from the superintendent or designee. However, when the district "clerk of the works" has lunch with school district architects, the district employee should not "pick up the tab" because the architect is expected to provide the services as part of the contract with the district and the district would not be receiving any additional benefit.

F. Expenditure Documentation

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

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

G. Under no conditions is “hosting” permitted. Payment for a lunch is permissible only when it is for the purpose of conducting business that directly benefits the district. For example, when the district “clerk of the works” has lunch with school district architects, the district employee should not “pick up the tab” because the architect is expected to provide the services as part of the contract with the district and the district would not be receiving any additional benefits.

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,” -- noncompensated 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.

In these instances, the district is deriving direct benefit from the funds expended.

Adopted: September 13, 2011  
Revised: March 22, 2016