

Food and Beverage Authorization Request

District purchased beverages and food can only be authorized for purposes consistent with district policy and procedures 6240 and P6240-1.

Describe function for which food is to be provided:

Function: _____

Location: _____

Date(s) _____ Time: _____

Nature of business to be conducted (agenda attached):

Type of food and beverages to be purchased:

Method of payment for food:

District Food Service Budget Transfer ____ District Credit Card ____

Petty cash reimbursement ____ PO/invoice payment ____

Purchase order # _____ to vendor _____

Budget number to be charged: _____ Date: _____

Employee requesting food purchase: _____ Date: _____

Number attending*: _____

Cost estimate: _____

Actual cost: _____

Gratuity (?): _____

Total cost: _____

** Attach list of attendees.*

Check the appropriate description(s) of the activity for which you are requesting district purchases of beverages and/or food:

- Benefits accrue to district programs directly.
- Meeting is at least one half day (3.5 hrs) or more in duration.
- Meeting is held outside the normal work day.
- Participants are some distance removed from their normal work sites.
- Refreshments for volunteers/ non-district employees are in consideration for services rendered to the district.
- Providing food is likely to enhance the operational efficiency of the school/department.
- The meeting is at the normal worksite but is of a non-routine nature.

Administrators' signatures for approval: (Should none of the above apply, or if the function is not approved for district expense, I personally accept financial responsibility for the resulting bill.)

Building/Department Administrator signature: _____ Date: _____

Cabinet supervisor approval: _____ Date: _____

Instructions: Prior to the meeting or event, complete this form with approval of the administrators. Submit this form with receipts where applicable to Accounts Payable before reimbursement or payment can be made.

Adopted: _____