TO: Principals and Office Managers  
FROM: Susan R. Tucker, Director, Fiscal Services  
RE: Request for Refreshments/Meal Approval  
DATE: August 4, 2022

___________________________________________________________________________________

Meeting refreshments and meals (when applicable) are allowable expenses under the following conditions:

1) Must be pre-approved  
2) Must include a completed Request for Refreshments/Meal Approval Form  
3) Meetings must exceed 1.5 hours in order to provide refreshments  
4) Meetings must exceed 3 hours in order to provide meals  
5) Meetings must exceed 4.5 hours in order to provide meals & refreshments  
6) Refreshment costs shall not exceed $5 per person  
7) Meal costs shall not exceed $15 per person  
8) Meal & refreshment costs shall not exceed $20 per person  
9) Child Nutrition Services Catering should be utilized when available and must be given priority  
10) Receipts must include a copy of meeting agenda with sign-in sheet of all attendees, beginning and end time of the meeting, and indicate the administrator in-charge  
11) Receipts supporting all expenditures must be submitted with this Request for Refreshments / Meal Approval  
12) The Superintendent and/or Deputy/Assistant Superintendent may waive these requirements in certain circumstances specified in Administrative Regulation AR 3350  
13) A purchase order is the preferred method for payment; however, if the vendor does not accept purchase orders then the person completing this form may request the one-time use of the CAL Card from the Director of Purchasing

CC: Administrative Assistants  
    Cabinet  
    Directors