



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