

### **MEALS AND REFRESHMENTS**

The Board of Education recognizes that from time to time it may be appropriate to provide meals and/or refreshments at District meetings and/or events, which are being held for an educational purpose. Any expenditure made on such meals and/or refreshments should be appropriately documented with a receipt, itemized whenever possible, and submitted to the District's business office for the purposes of audit and possible reimbursement.

Examples of authorized categories of expenditures include but are not limited to refreshments for staff on teacher orientation day at the beginning of each year, Superintendent's Conference Days, community/district meetings, receptions for volunteers, and other meetings at which district business is conducted.

Former policy 8370

Note: Policy adopted on 1/13/05