



## FOOD EXPENDITURES

Date: \_\_\_\_\_

**Group in Attendance:**

**Purpose of the meeting:**

The district has determined that the following are criteria for providing food/meals at district meetings (*check all that apply*):

- 1. A significant amount of time was saved by including food/a meal in the meeting.  
*For example: Providing meals allowed the task to be completed in fewer days, thus saving additional substitute days. An example of this is New York State assessment scoring.*
- 2. Staff attended several required meetings in one day—one right after the other—through meal times.  
*For example: Administrators go from administrative in-services (4 - 7 PM) directly to a Board of Education meeting (7 PM - ?).*
- 3. Meeting began in early morning prior to normal start time for some.
- 4. Meeting was scheduled through the lunch or dinner hour.
- 5. Food was provided as part of community/parent/school collaboration.  
*For example: student honors breakfast, National Honor Society Induction, etc.*

Amount: \$ \_\_\_\_\_

Budget Code: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Final Approval for Reimbursement  
District Treasurer

[Original signed copy to Business Office.]