



Food Purchasing Guidelines

In support of the SLPS mission to be responsible stewards of its resources and contract commitments, these established guidelines are for the purchase of food and/or beverages served at SLPS sponsored activities on or off campus and in offices for SLPS staff and community partners. **These guidelines are not intended for Parental Involvement Activities. There is a section in this document that addresses Parental Involvement Activities.** The District expects employees to spend funds sensibly while meeting all policy, compliance, and procedural requirements to ensure the business purpose of the expenditure meets the mission and objectives of the District.

Coffee and Light Refreshments

Coffee encompasses any non-alcoholic beverage, such as tea, soft drinks, juice, or milk. A light refreshment is an edible item that may be served between meals, such as donuts, granola bars, fruit or cheese.

Refreshments may be provided to those attending school or department-sponsored meetings and trainings if the following criteria are met:

- Attendance is mandatory
- There is a published agenda and sign-in sheet
- The meeting or training has an intended duration of two (2) or more hours
- There are ten (10) or more attendees; and
- The total cost per attendee per day cannot exceed \$6.00 per person

Meals

Includes breakfast, lunch, and/or dinner.

Meals may be provided to those attending school or department-sponsored meetings and trainings if all of the following criteria are met:

- The meeting or training has an intended duration of three (3) or more hours
- There is a published agenda and sign-in sheet
- There are ten (10) or more attendees
- The location of the meeting, lack of time or scheduling conflicts do not lend themselves to a meal recess
- The meeting's business is furthered by a unique professional or celebratory event such as honor and recognition, speeches, presentations, or other interpersonal exchange.
- The total cost per attendee meal and incidentals cannot exceed:
 - \$14 per person for Breakfast (including all applicable fees)
 - \$16.50 per person for Lunch or Dinner (including all applicable fees)
 - **Tips/Gratuities will not be paid or reimbursed**

Vendor Payments or reimbursements can only be for one (1) option from the two (2) below categories in a single calendar day:

- Coffee and Light Refreshments
- Meals (Breakfast, Lunch, or Dinner)

For example, if you provide Coffee and Light Refreshments, you cannot provide a meal option (Breakfast, Lunch, or Dinner) for the rest of the calendar day.

For example, if you provide Breakfast for your meeting, you cannot provide Lunch, Dinner, or Coffee and Light Refreshments for the rest of the calendar day.

Parent/Teacher Conferences

Refreshments or Meals may be provided for staff that are required to stay for Parent/Teacher Conferences during the two (2) weeks observed during the school year for Parent/Teacher Conferences.

- Attendance is mandatory
- All Teachers/Staff present must sign a Sign-In Sheet that specifically identifies it is for Parent Teacher Conferences
- The total cost per attendee meal cannot exceed:
 - \$12 per person for Breakfast (including all applicable fees)
 - \$16.50 per person for Lunch or Dinner (including all applicable fees)
 - **Tips/Gratuities will not be paid or reimbursed**

Parental Involvement Activities

Federal funds cannot be used to purchase **full** meals. However, reasonable expenditures for light refreshments or food, particularly when parent involvement activities extend through mealtime are allowable. Title I, Part A funds may be used to purchase food for family/parent involvement/engagement activities if the following conditions have been met:

- Expenses are reasonable and necessary; and the meeting is at a time when parents would normally be eating.
 - Breakfast (7-10am)
 - Lunch (11-1pm)
 - Dinner (4-7pm)
- There is a published agenda and sign-In Sheet
- Meeting is **1** Hour or more
- **The total cost per attendee per day cannot exceed \$6.00 per person**
 - **If expenses are more than 6.00/person, RSVPs should be provided to prove why the amount of snacks/food was ordered. If this cannot be supplied, expenses will be paid to your GOB funding.**
- Schools are advised to use caution in determining how much to spend on food. For example, if the school is allocated \$4,000 for parent involvement, spending \$3,500 on food would not be considered reasonable. This would also significantly limit the other types of activities the campus could fund for parent involvement.

Schools should also use caution when serving staff at this same meeting since it is designed for parents. For example, while a few bagels would not substantially change the costs associated with the parent meeting; if the school provided bagels for 100 staff members and only a few parents, it would appear as if the meal was designed for staff rather than parents.

How to submit payment for food costs:

- Complete Voucher Certification Form
- Include Invoice from food vendor (if applicable)
- If a reimbursement include:
 - Original invoice that details what was purchased
 - Copy of Check/Credit Card /Debit Card used to make the payment
- Attach Event Agenda
- Attach Event Sign-In sheet
- Submit voucher certification packet to the Financial Management Office for processing within five (5) days after the event.

If your voucher is deemed to be not compliant to the above guidelines, the District will:

- Pay the invoice or reimbursement up to the identified dollar amount (Refreshment/Meal Dollar amount x number of signed attendees)
 - The school will be responsible for the balance of the invoice to the vendor directly from funds other than funds paid via a District Accounts Payable Check (i.e. School Activity Account, Personal Check, Credit Card, etc.)
- Send an email identifying the noncompliance with the Network Superintendent, Finance, and the Chief of Staff copied on the email.