

**2008-09**

**BA #25**

Date Issued 8/08

**TO: ALL PRINCIPALS, SCHOOL OFFICE PERSONNEL, and DIRECTORS**

**FROM: Mark Shepard, Associate Superintendent for Business Affairs  
Dwayne Odvody, Director of Purchasing  
Jill Pauley, Director of Accounting**

**SUBJECT: MEAL PURCHASES WITH DISTRICT FUNDS FOR STAFF**

Use of District funds to purchase meals for staff has been specifically addressed by the passage of The Local Governments' Miscellaneous Expenditures Act and subsequent related District policy. **It is expected that District staff generally provide for their own daily meals.** Meal purchases are intended to expedite District business and are not allowable as a reward or incentive for employees.

Procurement of food and beverages for consumption by LPS staff is limited as follows:

**I. GROUP MEETINGS – To qualify as an approved District expense, food/meal purchases must meet the following guidelines. Payment requests must be accompanied by a completed and authorized “Checklist for School/Departments Group Food/Meal Purchases” (AC0021).**

1. Limited refreshments in the form of beverages and snacks are allowable for employee meetings. Bagels, sweet rolls, and limited quantities of fruit/vegetable or meat/cheese trays will be considered a “snack”. No entrees or meals are allowed except as provided by District guidelines.
2. Meals supplied for District employees at District expense may be provided at no expense to participants at meetings being held outside of the normal workday. Meals provided on non-contract days are considered outside of the normal workday. Lunches provided for staff must fall within the other provisions of BA Bulletin #25.
3. It will be permissible to pay for lunch meetings for groups/committees comprised of employees and non-employees of the District where these non-employees are serving as volunteers.
4. Meals ordered for a group meeting will be appropriate for one serving per individual and will not include food or non-food items to be consumed or otherwise utilized at a later time.
5. Meal purchase reimbursement requests must be documented by an original itemized receipt from the vendor.

6. Purchases of meals for non-district personnel are limited to those who are active meeting participants.

**II. INDIVIDUAL MEALS – To qualify as an approved District expense, food/meal purchase must meet the following guidelines. Payment requests must be accompanied by a completed and authorized “Checklist for Schools/ Departments for Food/Meal Purchases” (AC0028).**

1. Individual meals are meals purchased by an LPS staff person for themselves and/or non-district person(s). Purchase of individual meals is prohibited except as follows:
  - a. The meal is a part of a meeting that pertains to specific District business.
  - b. The non-district person(s) has a direct involvement with the District, which requires the meeting and the meal.
2. Payment/reimbursement requests must state the name of the restaurant/cafeteria, the name(s) of the District and non-district persons and the reason for the meeting. The reimbursement request must be documented by an original itemized receipt from the vendor.

**CHECKLIST FOR SCHOOLS/DEPARTMENTS GROUP FOOD/MEAL PURCHASES**  
Accounting Department  
Lincoln Public Schools

**To be completed and attached to a completed and authorized requisition**

A "yes" answer to one or more of the following questions qualifies the food purchase as allowable as a district expense:

- 1) Did the meeting take place outside of the normal workday?  Yes  No
- 2) Did the meeting include non-employees as active participants, where those non-employees are serving as volunteers? (Note: Employees can never be defined as volunteers.)  Yes  No
- 3) Did the food served at the meeting meet the LPS BA Bulletin #25 definition of a snack? (Bagels and sweet rolls, and limited quantities of fruit/vegetable or meat/cheese trays will be considered a snack.)  Yes  No
- 4) If a lunch meal was provided for staff, were they required to meet outside of their work-site during the lunch period, and were there specific meeting assignments scheduled prior to and after the lunch period?  Yes  No

Complete the following certification statement:

<b>AN ORIGINAL ITEMIZED RECEIPT FROM THE VENDOR MUST BE ATTACHED</b>	
School/Department Name:	_____
Reason for the Meeting:	_____
Number of Participants:	_____
I certify that the attached request for payment for group food/meals meets the policy requirements of LPS as required in Business Affairs Bulletin #25.	
Administrator:	_____
Date:	_____

**CHECKLIST FOR SCHOOLS/DEPARTMENTS  
FOR FOOD/MEAL PURCHASES**  
Accounting Department  
Lincoln Public Schools

A "yes" answer to one or more of the following questions qualifies the food purchase as allowable as a district expense:

Was the meal part of a meeting that pertained to specific district business?

Yes  No

Did the non-district person have a direct involvement with the district that required the meeting and meal?

Yes  No

Complete the following certification statement:

**An original itemized receipt from the vendor must be attached.**

School/Department name: \_\_\_\_\_

Name of restaurant: \_\_\_\_\_

Names of meal participants: \_\_\_\_\_

Reason for the meeting: \_\_\_\_\_

I certify that the attached request for payment for group foods/meals meets the policy requirements of LPS as required in Business Affairs Bulletin #25.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date