

## CHECKLIST FOR STAFF FOOD/MEAL PURCHASES

Accounting Department  
Lincoln Public Schools • Lincoln, Nebraska

### 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 an allowable district expense:

- 1) Did the meeting, which included a meal, take place outside of the normal workday? ☐ Yes ☐ No
- 2) Did the meeting, which included a meal, include non-employees as active participants? If so, were the non-employees directly involved in the meeting?  
(Note: Employees can never be defined as volunteers.) ☐ Yes ☐ No
- 3) Did the meal include students? ☐ Yes ☐ No
- 4) 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
- 5) If a meal was provided for staff, was the meal part of a meeting that pertained to specific district business? ☐ Yes ☐ No

Complete the following certification statement:

### AN ORIGINAL ITEMIZED RECEIPT FROM THE VENDOR MUST BE ATTACHED

School/Department Name: \_\_\_\_\_

Reason for the Meeting: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

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

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