

PURPOSE

The District has fiduciary responsibilities that govern the expenditure of funds. This administrative regulation guides the expenditure of district funds for hospitality related costs. District funds exclude student activity and courtesy funds.

AUTHORIZED
EXPENDITURES

1. For District-wide awards, recognition or other events such as:
 - a. Volunteer and Partner in Education appreciation events;
 - b. New employee orientation and employee retiree length of service recognitions.
 - c. Annual teacher appreciation events and celebration of academic excellence events;
 - d. Appreciation events for an entire category of employees such as counselors, librarians and nurses.
 - e. Ribbon cutting or other events or receptions coordinated through the Superintendent's Office.

2. Meetings or staff training/development events under the following conditions:
 - a. Minor refreshments for events of less than four hours in duration
 - b. A light meal for events of more than six hours in duration when necessary to establish or maintain continuity of the program
 - c. Events should occur on the District premises unless adequate space for the event is not available.
 - d. An official business agenda is required.

3. Minor refreshments or a light meal for parent/teacher conferences in the conduct of official school business.

4. Minor refreshments for events designed to celebrate the achievement of students and in which students are the primary participants.

5. Minor refreshments or a light meal for participants in events that support instructional programs where outside guests are the primary participants, such as career days, student competitions, stu-

dents conferences or program visits intended to share knowledge or provide public exposure.

6. Minor refreshments or a light meal for business meetings for which the District serves as the on-site host for another district, agency or governing body personnel.

OTHER GUIDELINES

1. All requests for purchases must be submitted via a manual purchase order. An official business agenda is required for staff meetings.

2. The cost of meals shall not exceed \$8.00 per person.

3. The cost of minor refreshments shall not exceed \$1.00 per person.

4. All expenditures should be necessary and reasonable considering the nature of the event.

5. Alcoholic beverages are not allowed under any circumstance.

6. For recognition events, complimentary tickets may be provided for each honoree and one guest and for Board members and staff members requested to attend as part of their official duties.

7. District funds are not to be used for events to improve morale, celebrate holidays, end of school, or similar activities. The Child Nutrition Services Department should be used whenever it is reasonable to do so.

8. Certain exceptions may be made for the Superintendent/Board of Trustees, out of town travel, and other events. Prior approval from the Superintendent is required.

Additional and more stringent rules apply to federal grant and state compensatory education expenditures.