

MEALS AND REFRESHMENTS

In general, the District shall not provide meals and/or refreshments at District meetings or events. However, on occasion, it may be appropriate to provide meals and/or refreshments at District meetings or events which have a District business or educational purpose. Meal and/or refreshment requests may be approved when:

- officers, employees, and/or volunteers of the District will be prevented from taking time off for a meal and/or refreshment due to the urgency of the business at hand; or,
- the District is faced with business of an immediate and urgent nature and the meeting or event requires attendance by employees during a regular meal period.

The appropriate administrator, via a Requisition, must approve any expenditure for such meals and/or refreshments in the District's accounting system in advance of the meeting or event. Requisitions via the District's accounting system should include:

- the date and purpose of the meeting, and
- the meeting agenda.

Payment shall only be made for those Requisitions that have been approved through the District's accounting system and promoted to a Purchase Order.

After the meeting or event, requests for payment submitted to the Finance Department through the District's accounting system must reference the assigned Purchase Order and include all appropriate documentation including, but not limited to:

- the date of the meeting,
- the purpose of the meeting and meeting agenda,
- a list of the attendees, and
- itemized invoices.

Ref: NY Constitution, Art. VIII, §1
Education Law §2118
Ops. St. Compt. Nos. 77-667; 79-522; 82-66; 82-213 82-298; 83-57; 98-2

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