



3327

Payment for Food and Drink

Policy 3327

Original Adoption: 05/28/2002

Effective Date: 11/30/2011

Revision Dates: 04/14/2009, 11/29/2011

I. PURPOSE

The purpose of this policy is to establish the parameters for purchase of and payment for food and drink for events using District funds.

II. GENERAL STATEMENT OF POLICY

- A. The District does not on a regular basis use district funds for the purchase of food and drink consumed by employees of the District or its guests. However, the Board of Education recognizes that it is sometimes necessary to provide refreshments at District sponsored functions. Such expenditures are permitted at meetings lasting longer than four hours when employee attendance is required, at District sponsored functions when parents and guardians are the primary audience and the meeting is during a normal meal time, and when the Superintendent, Superintendent's designee, in her or his sole discretion determines that expenditures of funds for this purpose serve a district purpose.
- B. Nothing in this policy is intended to prohibit employees from providing refreshments at their own expense at other meetings, training sessions or similar functions.
- C. The preferred method of procurement of food and drink for permissible purposes is the general requisition and purchase order process. In some situations reimbursement may be used to pay for food and drink, but this is not the preferred method. Persons who regularly purchase food and drink for district involved events should use the general requisition process.
- D. Employees who appropriate district funds, whether from school, department or grant funds, for non-permissible expenditures for food and beverages shall be held personally responsible for these expenses. Employees who appropriate district funds, whether from school, department or grant funds for non-permissible expenditures for food and beverages may be subject to disciplinary actions consistent with the terms of any employment contract or collective bargaining unit contract to which the employee is a party.
- E. Employees shall obtain commercially prepared food and beverages for meetings and training sessions.



III. PERMISSIBLE EXPENDITURES

- A. School, Department or grant funds may be used to pay the expenses for food and beverages served at District sponsored meetings and training sessions of four hours or more duration when employee attendance is required.
- B. School, Department or grant funds may be used to pay the expenses for food and beverages served at district sponsored events whose primary audience is parents or guardians. Meals may be provided for the students attending with their parents or guardians at these events.
- C. School, Department or grant funds may be used to pay the meal expenses for students and their employee chaperones participating in student government activities held during regular meal times.

IV. RESPONSIBILITIES

- A. The Superintendent may promulgate regulations necessary to implement this policy.
- B. The Superintendent or Superintendent's designee shall communicate this policy and any regulations to appropriate district employees.

Legal References:

Minnesota Constitution, article XI, § 2

Minnesota Constitution, article XII, § 1

Visina v. Freeman, 252 Minn. 177, 184, 89 N.W.2d 635, 643 (1958)

Cross References:

MPS Policy 3300 (Purchasing Guidelines)

MPS Policy 3326 (Receipt and Payment for Goods and Services)

MPS Policy 3330 (Travel Expense: Employee)

MPS Policy 3331 (Travel Expense: Non-Employee)

MPS Policy 6690 (Health/Nutrition/Wellness Education)