



3327 A

Food and Meal Expense Procedures and Limitations

Regulation 3327 A

Original Adoption: 04/01/2002

Effective Date: 1/28/2012

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I. PURPOSE

The purpose of this regulation is to provide procedures for the payment of permissible expenditures for food and beverages provided at district expense.

II. APPLICABILITY

- A. This regulation applies whether employees use the preferred requisition and purchase order procedures or seek reimbursement for food served.
- B. This regulation applies regardless of the source of the district revenue to be used, and specifically includes funds received through grants from out of district sources.
- C. This regulation does not apply to the purchases of food and beverages for employees when the revenue is generated through fund raising, vending machine purchases or other comparable revenue sources.
- D. This regulation does not apply to food or beverages that are individually or collectively purchased by employees contributing personal funds to pay for these items.

III. GENERAL STATEMENT OF REGULATION

- A. Such purchases should be limited so that maximum available revenue will be available to support student learning.
- B. Food and/or beverages may be provided at events where the function is for students and/or parents or community members or when those persons are a significant membership of the event. Examples of such events include:
 - 1. District or Site Student Government
 - 2. District Parent and Citizen Events
 - 3. Area Parent and Citizen Events
 - 4. Site Council Meetings
 - 5. Other site parent and community meetings or events.
- C. Beverages may be provided for employees at district or site meetings and staff development trainings regardless of the scheduled time or duration.



- D. Meals may be provided for employees at district or site meetings and staff development trainings if
 1. attendance is required and
 2. the meeting or training time includes a generally scheduled meal time and
 3. no provision for a meal break is given and
 4. the meeting is scheduled for at least four (4) hours.

- E. Planners of district or site meetings and staff development trainings should rarely plan an event that includes mandatory attendance during a regularly scheduled meal time. Locations which do not provide facilities for employees to bring their own meals and/or beverages or where sources for meals are not readily available should be avoided unless the location is specifically suited to the purpose of the meeting or training.

- F. Only commercially prepared food and beverages may be purchased with district funds.

- G. Cost of refreshments served shall not exceed the following:
 1. Event including a breakfast meal: \$7.00 (Seven Dollars) per person;
 2. Event including a lunch meal: \$8.50 (Eight Dollars Fifty Cents) per person;
 3. Event including a dinner meal: \$10.00 (Ten Dollars) per person;
 4. Events that do not include a meal: \$5.00 (Five Dollars) per person.

- H. Payment shall be allowed for only one meal at each meeting or event, unless the Superintendent gives prior written permission.

IV. SUPERINTENDENT APPROVED EXCEPTIONS

- A. Schools or Departments seeking an exception to the general application of the policy may seek a discretionary exception from the Superintendent.

- B. All such applications for exceptions shall be in writing and shall include:
 1. A description of the meeting or event involved; including a general description of attendees (employees, union representatives, community partners, board members, and the like);
 2. the district purpose to be served by the meeting or event;
 3. the district purpose to be served by the exception to the general rule; and
 4. the source of funding for the proposed purchase of food; and
 5. the proposed cost of the event.



- C. A Superintendent approved application for exception shall accompany the request for a requisition and purchase order, or request for reimbursement to provide permission for entering the purchase order or approving a reimbursement.

V. PROCEDURES FOR PROVIDING FOOD AND BEVERAGES AT SCHOOL FUNCTIONS AT DISTRICT EXPENSE

- A. The appropriate employee shall place a requisition on-line detailing the catering request and forward the requisition to the Purchasing Department for processing.
- B. The appropriate employee shall provide receipts and delivery memoranda as needed to provide for the payment for the food and beverages ordered.
- C. Reimbursement for purchases made other than through the requisition and purchase order procedures shall be limited to events:
 - 1. where prior approval of the principal, site administrator or department head has been received and
 - 2. when the requisition/purchase order procedure cannot be used due to emergency situations.

VI. EMPLOYEE DISCIPLINE

- A. If an employee purchases food and/or beverages for a permitted purpose but in a manner that is not consistent with this regulation using district funds or seeking to be reimbursed from district funds, the supervisor shall inform the employee of the violation of Policy 3327 and this Regulation. The supervisor may determine to permit reimbursement to the employee based on circumstances involved if it is the first offense.
- B. If the situation occurs more than once, the supervisor shall deny reimbursement to the employee or seek reimbursement from the employee for district funds expended.
- C. The supervisor may, in addition to the above, discipline the employee pursuant to the employment contract or collective bargaining agreement to which the employee is a party.

Legal References:

State of Minnesota Constitution, Article XI, §2
State of 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 3327 (Payment for Food and Drink)

MPS Policy 3330 (Travel Expense: Employee)

MPS Policy 3331 (Travel Expense: Non-Employee)