

**SAINT PAUL PUBLIC SCHOOLS  
FOOD PURCHASE APPROVAL REQUEST**

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See "Regulations for Food Purchases" (second page of this document) for details on allowable food purchases and approval procedures.

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

School/Dept Fax Number: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Description and purpose of meeting, event, etc. and why food is necessary.

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Estimated number of attendees: Staff \_\_\_\_\_ Community Members and Students \_\_\_\_\_

Estimated total cost: \_\_\_\_\_ Source of funding: \_\_\_\_\_

Budget Code to Charge:

-    -    -    -     -

Name of person requesting: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Area Superintendent/Senior Staff Member

**SAINT PAUL PUBLIC SCHOOLS  
FOOD PURCHASE APPROVAL REQUEST**

**Regulations for Food Purchases**

- I. Purpose
  - A. The purpose of these regulations is to reduce expenditures for food provided for district employees at district expense so that maximum revenue will be available to support student learning.
  - B. These regulations apply if employees seek reimbursement for food served at a meeting or training session.
  - C. These procedures do not apply to food or beverages that are individually or collectively purchased by employees contributing personal funds to pay for these items.
  - D. Where grant funds have been approved for food purchases and a budget for food has been established in the fully financed budget, food will be allowed for purchase but the procedure identified in IV below must be followed.
  
- II. Food may **not** be provided at district expense at a school or district function where the majority of persons attending the event are staff members of the district. Beverages may be served at district expense at these functions.
  - A. Building staff meetings
  - B. Building staff development activities, whether held on-site or at a nearby location
  - C. District-wide staff meetings
  
- III. Food may be provided at district expense at a school or district function, following the procedures identified below, for students and/or parents or community members or when these persons are a majority of the membership of the event.
  - A. District/Site Student Government
  - B. District Parent/Citizen Events
  - C. Site Council Meetings
  - D. Other Site Parent/Community Meetings or Events
  
- IV. Procedures for providing food and beverages at school functions at district expense.
  - A. Pre-approval on the "Food Purchase Approval Request" form is required before food may be purchased.
  - B. Only beverages and cookies or other light snack will be allowed unless the event occurs over normal meal hours. The cost for the food at non-meal times shall not exceed \$1.00 per person.
  - C. If it has been determined that a meal is appropriate, the cost of food served shall not exceed the following: \$5.00 per person for a breakfast meeting; \$7.00 per person for a lunch meeting; and \$8.50 for a dinner meeting.
  - D. Payment shall not be allowed for more than one meal at each meeting or event.
  - E. Tips are allowed to be paid from district funds as long as the amount is reasonable.
  - F. The signed "Food Purchase Approval Request" form must be attached to Request for Payment that is submitted to the Business Office for payment of the food, or if paying with a petty cash check include in the backup documents that are submitted with the Petty Cash Reimbursement Request.
  
- V. Consequences for not following these regulations.
  - A. If an employee purchases food and/or beverages in a manner that is not consistent with these regulations, the supervisor may permit payment to the employee based on the circumstances involved if it is the first offense.
  - B. If the situation occurs more than once, the supervisor shall deny payment to the employee.