

PURCHASING AND ACQUISITION: PURCHASING PROCEDURES
HOSPITALITY/CATERING

CHD
(REGULATION)

PURPOSE

The District has fiduciary responsibilities that should govern the expenditure of its funds. This administrative regulation will guide the expenditure decisions related to hospitality for all district funds. District funds exclude student activity, courtesy fund or similar accounts for which the District serves only as a custodian.

AUTHORIZED
EXPENDITURES

The expenditure of District funds for hospitality may be authorized as follows:

1. For District-wide awards, recognition or other events such as:
 - a. Volunteer and Partner in Education appreciations;
 - b. New employee and employee retiree length of service recognitions;
 - c. Annual teacher appreciation, Celebration of Academic Excellence events;
 - d. Counselor, librarians, nurse appreciations or similar recognitions of entire employee category; and/or
 - e. Ribbon Cutting or other events or receptions coordinated through the Superintendent's Office.
2. Campus-wide expenditures for recognition under the following guidelines:
 - a. Expense should not exceed \$35 per employee; and
 - b. Limited to one purchase per year.
3. Meeting or staff training/development events under the following conditions:
 - a. Minor refreshments for events.
 - b. Business agenda should be attached to the requisition to include title and date.
4. Minor refreshments for parent/teacher meetings, including parent training, in the conduct of official school business.
5. Minor refreshments or a meal for events designed to celebrate the achievement of students and in which students are the primary participants.

6. Minor refreshments or a meal for which outside guests are primary participants in support of the instructional program such as for career days, student competitions, student conferences or program visits intended to share knowledge or provide public exposure.
7. Minor refreshments or a meal for business meetings involving another district, agency, or governing body personnel for which the District serves as the on-site host.
8. Minor refreshments or a meal if the meeting is before or after work hours.

Other guidelines include:

OTHER
GUIDELINES

1. Agenda must be attached to the requisition to include title and date.
2. The cost guideline should not exceed the Government Services Administration (GSA) per diem rate per meal .
3. . Completed sign-in sheet must be submitted along with the invoice to issue payment.
4. Alcoholic beverages may not be purchased with district funds under any circumstance.
5. Certain exceptions for the Superintendent/Board of Trustees, out of town travel, and other events with approval from the Superintendent will be allowed.

Additional rules may apply to celebrate the achievement of students and in which students are the primary participants.

6. Minor refreshments or a meal for events which outside guests are primary participants in support of the instructional program such as for career days, student federal grant and state compensatory education expenditures.

Approved:
Nate Carman Ed. D., Superintendent
August 24, 2022

Board Committee Review:
September 12, 2022