DOCUMENTATION FOR IN-DISTRICT MEALS AND REFRESHMENTS

1. The attached receipt is for _____ (purpose of meeting or in-service).
2. Date and time of meeting or in-service_____.
3. Location_____.
4. P.O. Number_____.
5. No. of participants _____.

List the names of the participants or have the participants sign this form. (You may use the back of this form if more space is needed). If this receipt is for a staff meal, it is acceptable to just list "staff" and complete the upper section of this form.

Signatures: