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DISTRICT MEAL AND SNACK POLICY

1 message

Services, Academic <academicservices@lubbockisd.org>

Fri, Aug 23, 2019 at 3:00 PM

To: All Principals <g-prin-all@lubbockisd.org>, Administrators Central Office <g-admin-co@lubbockisd.org>, Secretaries Campus <g-secretary-campus@lubbockisd.org>, Secretaries Central Office <g-secretary-co@lubbockisd.org>

Cc: Admin Special Groups <g-admin-special-groups@lubbockisd.org>, Kelley Lewis <kelley.lewis@lubbockisd.org>

Direct questions, replies, and responses to Kelley Lewis, kelley.lewis@lubbockisd.org, 219.0260**INFORMATION MEMO****08/22/2019**

To: All Administrators and Secretaries

From: Kelley Lewis
Procurement Services

Subject: **DISTRICT MEAL AND SNACK POLICY**

Contact: Kelley Lewis, kelley.lewis@lubbockisd.org, 219.0260

The District's meal and snack policy is to be used as a guideline for the reasonableness of providing food and drinks to staff during meetings. Please use discretion when scheduling meetings during normal meal times. The purchase of food items, to include all meals and snacks will be allowed under the following guidelines:

1. The District will not pay for meals, snacks, or drinks for personnel consumed on a daily basis.
2. District approved vendors are required.
3. The District will pay for refreshments and/or meals for business meetings and in-services for District personnel where such meetings are directly related to District operations.
4. Coffee service is allowed for morning meetings. Tea service is allowed for afternoon/evening meetings.
5. Purchase of food items are subject to the following limitations when purchasing from fund 199 (general fund):
 - Meetings beginning at least 30 minutes prior to the start of normal working hours and lasting 4 hours or longer are allowed breakfast, including drinks, not to exceed \$8 per person.
 - Meetings beginning after the start of normal working hours and lasting 4 hours or longer are allowed lunch (not to exceed \$10 per person) or dinner (not to exceed \$16 per person), including drinks.
 - A light snack (popcorn, chex mix, pretzels...) and drinks are allowed 1) instead of meals; 2) all day meetings with one meal; 3) or for meetings outside of normal working hours.

6. Exceptions can be granted under justifiable situations.
7. Purchase orders must include the purpose of the meeting, the date, the start/end time of the event, and number of attendees. Requisitions must be entered and approved prior to the event. Only one-time purchase orders will be allowed per meeting or series of meetings.
8. A sign-in sheet must be kept on file at the campus/department. Sign-in sheets shall be made available upon request.
9. These guidelines do not apply to food items purchased with fund 865 or 461. Use the guidelines established for the use of 865 and 461 accounts.
10. All food items purchased with federal funds, must comply with federal fund guidelines.