



**Documentation for Providing Working Meals
for School District Educational Meetings, Workshops
and Volunteer Projects**

Please complete this form for the purchase of working meals that are intended for staff, students and community members as a part of a school district meeting, workshop, program or other educational activity.

Please complete all areas below and obtain approval from the Superintendent's Office or the Business Office. Total costs for working meals provided cannot exceed the per diem allowed for that meal, times the number of attendees, and must coincide with normal meal times.

Snacks and Miscellaneous Foods

Purchases for snacks and miscellaneous food at a district meeting or workshop must be reasonable and must be of minimal cost. Purchase orders, invoices and food service catering requests should note the date of the event, number of attendees, and purpose. Items that appear to be extravagant or excessive will not be reimbursed.

Working Meals for School District Educational Meetings, Workshops and Volunteer Projects

Requests for the purchase of food for working meals require completion of this form and approval by either the Superintendent's Office or the Business Office.

Date and Location of Activity

Timing of meeting or educational activity (i.e. start and end time)

Purpose or description of activity, meeting, workshop, or community gathering (attach meeting agenda)

Who will attend this activity? (attach actual list of participants or invitees)

Explain how the serving the working meal will support the mission or goals of the district

Program Manager _____ Date _____

Account Code: _____

Approved By _____ Date _____