

Expenditure of District Funds for Meals, Refreshments and Gifts

The district recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend district funds in the course of conducting district business to provide meals or refreshments (bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various district and building level meetings, gatherings to celebrate district successes or recognize individual achievements, contributions or outstanding service to the district and other district and school-sponsored activities. Such expenditures may be made with prior [Board] [superintendent] approval only, subject to the provisions of this administrative regulation.

The use of district funds, as used in this regulation, means the use of money in any of the general accounts of the district. This includes the General Fund, Food Service Fund and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a “social fund” or “sunshine fund” to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

Meals and Refreshments

District funds may be used to pay for individual or group meals only if official district business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the district to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided by the district as a part of Board or administrative work sessions, at district or building-level committee meetings or other district-approved activities.

Meals not directly business related may be provided to staff or others at the individual’s expense only.

Board members, principals and other district administrative staff may use district funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar district or school-sponsored activities, not to exceed [\$] per participant and subject to the following additional requirements:

1. The purchase of alcoholic beverages with district funds is strictly prohibited;
2. The use of district funds for parties is prohibited.

Gifts

There are numerous occasions that may arise whereby Board members, administrators or other district staff may feel the need to recognize employees, i.e., Bosses' Day, Secretaries' Day, classified employees' week, birthday, etc. A Board member, administrator or other district employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

1. The district may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing district funds, as approved in advance. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week;
2. Administrators may use district funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed [\$] per person;
3. No other expenditure of district funds for gifts is permitted without prior authorization from the Board or superintendent.

Use of Credit Cards for Purchase of District Supplies and Equipment

1. The Board authorizes the superintendent to procure credit cards for use by district personnel. Credit cards will be held by the business manager who will issue such cards to staff at the superintendent's direction for specific periods of time & for specific District business.
2. Approved card holders will be responsible for maintaining sole possession and security of issued credit cards at all times. Credit cards are to be returned to the Business Manager who will then store them in a secure location.
3. The credit card limit on each card will be set at \$3,000 and reviewed and maintained annually for confirmed limits. A credit card list of documented authorized personnel will be prepared for auditing purposes.
4. District credit cards will not be used to supplant or circumvent other District purchasing policies. Credit cards should be used only when the usual methods & procedures for District reimbursement are either unrealistic or would place an unreasonable out of pocket burden on District staff.
5. Credit cards will be limited to the following types of uses:
 - a. Fuel related to authorized district travel in rented or district owned vehicles.
 - b. Airfare, lodging, meals, car rental and/or other expenses associated with conferences, workshops, and other authorized district travel. Any incentives (i.e. points, discounts or airline mileage credits) gained through use of district credit cards shall be redeemed for authorized district business only.

- c. Purchase of equipment or supplies for the district especially if credit card procurement realizes a significant savings for the district (i.e. on line used textbook orders needed for textbook replacement and enrollment growth.)
6. Prohibited uses of credit cards:
- a. Credit cards cannot be used for cash advances of any kind and/or payment of invoices or statements.
 - b. The purchase of alcoholic beverages is strictly prohibited.
 - c. The purchase of fuel for privately-owned vehicles is also prohibited without prior authorization.
 - d. Leaving a gratuity that exceeds 15 percent is prohibited.
7. Any charges against the credit card not properly allowed, following a review by the fiscal office, shall be repaid by said employee. If, for some reason, disallowed charges are not repaid, the district will have a prior lien against, and a right to, withhold any or all funds payable, or to become payable to the employee up to the amount of the disallowed charges and interest at the same rate as charged the district.
8. Purchase slips and receipts must be turned in to the business office within 15 days of the transaction. The business office shall pay in full the credit card balance no later than the due date so that finance charges will not be incurred.