

Tumwater School District Procedures

FOOD AND BEVERAGE CONSUMPTION

The Tumwater School District recognizes in certain circumstances, the district may expend funds for food and beverages consumed by staff and others while in the conduct of business that directly relates to the district.

Such reasonable circumstances may include, but are not limited to the following:

Ceremonies, Dedications and Open Houses:

Reasonable expenses associated with ceremonies and/or dedications are permitted provided that the events have been authorized by administration and serve a public purpose.

Meetings, Study Sessions, Training Sessions:

Food and nonalcoholic beverages may be served at district expense when a meeting, study session, training session or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption. Expenses for food and beverage must be reasonable and serve a public purpose. Participants shall be restricted to officers, staff members, volunteers or "quasi-employees,"-- or advisory committee members. Expenses of food and beverage must be accompanied by an agenda to evidence food and beverages were served during normal mealtime hours. Snacks and nonalcoholic beverages of a nominal nature may be provided at meetings, study or training sessions when such occur during non-mealtime hours. All expenditures must be properly documented consistent with board policy.