

CHECKLIST FOR STAFF FOOD/MEAL PURCHASES

Accounting Department
Lincoln Public Schools • Lincoln, Nebraska

To be completed and attached to a completed and authorized requisition

A "yes" answer to one or more of the following questions qualifies the food purchase as an allowable district expense:

1. Did the meeting, which included a meal, take place outside of the normal workday? Yes No
2. Did the meeting, which included a meal, include non-employees as active participants?
If so, were the non-employees directly involved in the meeting?
(Note: Employees can never be defined as volunteers.) Yes No
3. Did the meal include students? Yes No
4. Did the food served at the meeting meet the LPS BA Bulletin #25 definition of a snack?
(Bagels and sweet rolls, and limited quantities of fruit/vegetable or meat/cheese trays will be considered a snack.) Yes No
5. If a meal was provided for staff, was the meal part of a meeting that pertained to specific district business? Yes No

Complete the following certification statement:

AN ORIGINAL ITEMIZED RECEIPT FROM THE VENDOR MUST BE ATTACHED

School/Department Name: _____

Reason for the Meeting: _____

Number of Participants: _____

I certify that the attached request for payment for staff food/meals meets the policy requirements of LPS as required in Business Affairs Bulletin #25.

Administrator: _____

Date: _____