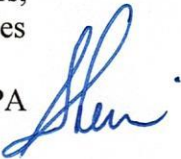




TO: Administrators, Supervisors,
Bookkeepers and Secretaries

FROM: Sherri Mathews-Hazel, CPA
Chief Financial Officer 

RE: Providing Meals for District Meetings and Professional Development

DATE: March 1, 2022

Please be advised that procedures must be adhered to for providing meals at district meetings or professional development. The guidelines for providing meals at district meetings or professional development for fiscal year 2021-22 are listed below.

- Breakfast not to exceed **\$10 per person**
- Lunch not to exceed **\$15 per person**
- Dinner not to exceed **\$20 per person**
- When breakfast, lunch or dinner is provided for District meeting or Professional Development departments are required to obtain **authorization** from your direct supervisor, who will then request approval, in advance, from the appropriate Executive Team Level Administrators **BEFORE** a requisition is entered in MUNIS or use of Pcard.
- Snacks for meetings does not require prior approval from Executive Team level administrators.

In accordance with all meals purchased by either p-cards or purchase orders for professional development and staff meeting, the attached "Food Purchase Justification" form must be completed with all required approvals **PRIOR** to any purchases, No EXCEPTIONS.

If you fail to obtain prior approval you may be required to reimburse the district.

Please feel free to contact Abigail Padilla if you have any questions at Abigail.Padilla@richlandone.org or 803-231-7555.

Approved:



Dr. Craig Witherspoon
Superintendent

Attachment



Meal Purchase Justification

(District Wide Approval Form)

This form must be completed for all meal purchases PRIOR to completing any transactions

General Information

Vendor Name: _____ Payment Method: P-Card* Purchase Order*

**Prior Approval Required*

Vendor Address: _____ School/Department: _____ Account Code: _____

Check One: Breakfast Lunch Dinner
(\$10.00 Max per person)
(\$15.00 Max per person)
(\$20.00 Max per person)

Provide an itemized list of items to be provided:

(Ex. Continental Breakfast: i.e. 4 Fruit Trays, 2 Pastry Trays, Coffee, and Water; Lunch: 24 Lunch Boxes, Juice, and Bottled Water)

Provide District Business Justification for purchase:

Type of Training/Seminar/Meeting:	
Date of Event:	Total Number of Attendees:
Time of Event:	Location:
ESTIMATED TOTAL PRICE (include all applicable taxes and fees) \$	

Complete for PCard Use only:

PCard Payment Date of Service:	
Cardholder Name:	
Card Last (4) Digits:	

(The PCARD purchase and receipt must be issued on the above date NO EXCEPTIONS)

Supervisor Approval: _____
Printed Name
Signature
Date

Executive Level Approval: _____
Printed Name
Signature
Date