



# LOS ANGELES UNIFIED SCHOOL DISTRICT Policy Bulletin

**TITLE:** Purchase of Meals/Refreshments/Food

**NUMBER:** BUL-2188.0

**ISSUER:** Charles Burbridge, Chief Financial Officer  
Office of the Chief Financial Officer

**DATE:** January 24, 2006

**ROUTING**

Local District  
Superintendents  
Local District  
Administrators  
Central Office  
Administrators  
Local District Fiscal Unit  
Financial Managers  
School Administrative  
Assistants  
Principals  
Secretaries

**POLICY:** Food (meals and refreshments) may be purchased with District resources when done so in compliance with the guidelines listed below. As a related issue, the purchase of food items for use in Home Economics classes is also permitted.

Purchase Orders will not be issued, and the Accounts Payable Branch will not provide Imprest Fund Claim reimbursement for any food item or beverage (e.g., bottled water) purchased for school or office staff consumption outside of these guidelines.

**MAJOR CHANGES:** This bulletin replaces Bulletin No. DB-46, Budget Services and Financial Planning Division “Purchase of Food,” dated March 22, 2001. There are no major changes to existing District policies.

**GUIDELINES:** For purposes of this Bulletin, “meals” are defined as food items and a beverage(s) that constitute a breakfast, lunch or dinner; “refreshments” are defined as a beverage(s) and/or a food item constituting a snack or portion of a meal. In all cases, alcoholic beverages may not be purchased. Administrators should also ensure that purchases are reasonable.

The following purchases are permitted:

- Refreshments only for local school/District advisory committee meetings from approved District or categorical School Site Council/Advisory Committee accounts.
- Meals or refreshments for District/Local District Compensatory Education and District/Local District English Learner Advisory Committees. Meals are allowed only when the meeting is at least five hours long and when the meal is followed by a work session of not less than one hour.



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- Meals or refreshments using funds from a donation or grant that specifically authorizes this purchase or which provides discretion to the administrator as to what the donation or grant can be used for.
- Meals or refreshments using Student Attendance Funds for students, their parents, and their teachers in recognition of good attendance. (“Use of Attendance Incentive Stipends” dated March 7, 2005 issued by the Chief Operating Officer.)
- Meals for students on approved overnight trips when District funds are to be used to purchase student meals. The Board Report authorizing the trip must indicate the source for payment of expenses.
- Meals or refreshments using student body funds (not to exceed \$1,000 total per year) for hospitality to individuals who are not District employees, and who perform special services for, or bring honor to, the student body.
- Meals in connection with authorized travel or conference attendance.
- Meals or refreshments for raters (for both District employees and non-District employees) during the examination process while they are impaneled.
- Meals or refreshments authorized by the Local District Superintendent in conjunction with special meetings held by the schools or local district offices.
- Meals or refreshments authorized by the Superintendent or his/her designees in conjunction with special meetings held by central offices.
- Food for Home Economics classes.

**ASSISTANCE:** Please call your Local District Fiscal Specialist for questions regarding funding availability or your Program Coordinator for questions regarding program guidelines.