



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Purchase of Meals/Refreshments/Food

NUMBER: BUL-2188.1

ISSUER: David D. Hart, Chief Financial Officer
Office of the Chief Financial Officer

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Office of Parent and Community Services

DATE: August 1, 2022

PURPOSE: The purpose of this Bulletin is to outline how food (meals and refreshments) may be purchased with District resources, including for School and District Advisory Committees and Parent Workshops.

MAJOR CHANGES: This Bulletin now incorporates guidelines for providing food to parent advisory committees using general funds. This Bulletin replaces BUL-2188.0 of the same title and BUL-6747.1, Purchase of Refreshments/Meals for School and District Advisory Committees.

GUIDELINES: Provision of food using District resources could be considered a gift of public funds if not done appropriately. As a result, the following guidelines apply.

Food (meals and refreshments) may be purchased with District funds 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 reimbursements for any food item or beverage (e.g., bottled water) purchased for school or office staff consumption outside of these guidelines.

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

The following are meal and refreshment purchasing guidelines:

- Refreshments may be purchased for parents only for school/District advisory committee/council meetings and workshops or trainings from approved District accounts. Refreshments may be purchased if the cost per

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All Employees
All Locations



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person for each serving does not exceed \$5. Full course meals may be purchased if the cost per person for each serving does not exceed \$8.

- Refreshments for the Community Advisory Committee, the District English Learner Advisory Committee, and the Parent Advisory Committee may be purchased when the meeting is up to four hours long but no less than one hour. One serving of refreshments is allowed per person, per meeting.
- Meals for the Community Advisory Committee, the District English Learner Advisory Committee, and the Parent Advisory Committee may be purchased when the meeting is more than four hours long. If a three-hour meeting is followed by a work session of not less than one hour, a meal may be provided.
- Meals or refreshments for school and Local District parent events, workshops, School Site Council and the English Learner Advisory Committee meetings may be purchased with non-categorical funds. Refreshments are allowed and may be purchased when the meeting is up to four hours long, but not less than one hour. One serving of refreshments is allowed per person, per meeting. A full course meal is allowed only when the meeting is more than four hours long.
- Meals or refreshments may be purchased 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 may be purchased using Student Attendance Funds for students, their parents, and their teachers in recognition of good attendance are allowed when these funds are available. (*Use of Attendance Incentive Stipends*, dated March 7, 2005 issued by the Chief Operating Officer)
- Meals for students may be purchased on approved overnight trips when District funds are to be used. The Board Report authorizing the trip must indicate the source for payment of expenses.
- Meals or refreshments may be purchased 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 may be purchased in connection with authorized travel or conference attendance events.



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- Meals or refreshments for raters (for both District employees and non-District employees) may be purchased 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 may be purchased.
- Meals or refreshments authorized by the Superintendent or his/her designees in conjunction with special meetings held by central offices may be purchased.
- Food for Home Economics classes may be purchased.
- Food and beverages purchased with Federal funds (for example: Title I) are not allowed. Please contact the Office of Parent and Community Services for more information on providing food for parents.
- Federal guidelines expect that employees will be provided the opportunity to purchase their own food outside of the guidelines listed in this bulletin.

AUTHORITY: Article 16, Section 6 of the California Constitution prohibits political subdivisions of the State from making any gift of any public money or thing of value to any individual. Further, Government Code, Section 8314(a) prohibits the use of public resources for a personal purpose. A violation of this statute is known as a ‘gift of public funds.’

This is a policy of the Chief Financial Officer.

RELATED RESOURCES: Interoffice Correspondence, *Use of Attendance Incentive Stipends*, dated March 7, 2005 issued by Chief Operating Officer

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

Please call your Title I Coordinator at your Local District for assistance regarding the use of Federal funds.