



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Purchase of Refreshments/Meals For School and District Advisory Committees and Parent Workshops

NUMBER: BUL-6747.1

ISSUER: Vivian Ekchian, Deputy Superintendent
Office of the Deputy Superintendent

Rosalinda Lugo, Ed.D., Administrator
Office of Parent and Community Services

DATE: May 10, 2019

<p>ROUTING</p> <p>Local District Superintendents Instructional Directors Operations Administrators Operations Coordinators Parent and Community Engagement Administrators District Categorical Coordinators Parent Educator Coaches Principals School Administrative Assistants School Categorical Coordinators School English Learner Designees Parent and Family Center Staff</p>
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POLICY: Food and refreshments for school and District committees may be purchased with Targeted Student Population (TSP) or other general funds when done so in compliance with the guidelines listed below. Title I funds may not be used to purchase food or refreshments.

Purchase orders will not be issued and the Accounts Payable Branch will not provide Imprest Fund Claim reimbursement for any food item or beverage purchased outside of these guidelines.

MAJOR CHANGES: This Bulletin replaces BUL-6747.0. It allows for the purchase of refreshments for school and district advisory committee meetings and parent workshops. It allows for the purchase of hot food at the discretion of the school or District administrator.

GUIDELINES: For purposes of this Bulletin, there are two types of food provision, a refreshment and a meal. The first type of food provision a refreshment is defined as drinks and small amounts of food provided as a snack. Refreshments used to support morning meetings may include breads, oatmeal and/or fruit; one protein snack like eggs, nut butter, vegetable spreads or cheese; coffee and/or juice. Refreshments purchased for afternoon or evening meetings are defined as beverages, fruits and/or vegetables, and/or snacks – i.e., granola bars, nuts, cheese sticks, crackers, etc. Refreshments can be purchased for school and district advisory committee meetings and parent workshops that are less than four hours long.



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The second type of food provision, a meal, is defined as drinks and food items used for breakfast, lunch or dinner. Meals can be purchased for school and district advisory committee meetings and parent workshops when the meeting or activity is four or more hours long. School and district advisory committee meetings and parent workshops may not exceed four hours without the written approval of the administrator responsible for committee operations at the site.

Hot food may be purchased occasionally based on budget availability and at the discretion of the school or District administrator. School site principals and District administrators have fiduciary responsibility for ensuring the proper use of public funds and must exercise due diligence in approving the use of funds for refreshments.

AUTHORITY: This is a policy of Los Angeles Unified School District.

RELATED RESOURCES: Reference Guide 1706.4, *Imprest Funds*, dated September 15, 2015

ASSISTANCE: For assistance or further information, please contact:

- Office of Parent and Community Services at (213) 481-3350
- Accounts Payable Branch Customer Service at (213) 241-4800