



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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

NUMBER: BUL-6747.0

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

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Parent, Community and Student Services

DATE: August 10, 2016

ROUTING
 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

POLICY: Food and refreshments for school and District committees may be purchased with Targeted Student Population or other general funds when done so in compliance with the guidelines listed below.

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-6540.0. It removes the time limit for District advisory committee meetings.

GUIDELINES: For purposes of this Bulletin, meals are defined as food items and beverages that constitute a breakfast, lunch or dinner. Refreshments purchased with LCFF funds to support morning meetings may include breads and/or fruit; one small protein snack like eggs 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, cheese sticks, crackers, etc. Refreshments do not include hot food. 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.

The following purchases are permitted:

- Refreshments only for school and District advisory committee meetings from approved funds.
- School meetings may not exceed four hours without the written approval of the administrator responsible for committee operations at the site.



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- Only one serving of refreshments per four-hour meeting.
- A boxed lunch/meal is permitted when the meeting/activity exceeds four hours.

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

RELATED

RESOURCES: Reference Guide 1706.4

ASSISTANCE: For assistance or further information, please contact:

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