

Walla Walla Public Schools

ADMINISTRATIVE PROCEDURE

No. P-6240

FOOD AND BEVERAGE EXPENDITURES

Ceremonies, Dedications, and Open Houses

Reasonable expenses associated with ceremonies and/or dedications are permitted, provided that the events have been authorized by the board and serve a public purpose.

Meetings, Study Sessions, Training Sessions

Food and nonalcoholic beverages may be served at district expense when a meeting, study session, training session, or hearing continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption. Expenses for food and beverage must be reasonable and serve a public purpose. Participants shall be restricted to school board members, staff members, volunteers, or advisory committee members who might otherwise be entitled to actual monetary payment. Snacks and nonalcoholic beverages of a nominal nature may be provided at meetings, study, or training sessions when such occur during non-mealtime hours. All expenditures must be properly documented consistent with district policy and procedures (District Accounts Payable Voucher Policies/Procedures and Travel Voucher Policies/Procedures).

Indistrict Individual Conferences

Reasonable expenses for food and nonalcoholic beverages are permitted when staff members are engaged in indistrict conferences or meetings with individuals or small groups who have an interest in the operation of the district.

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