

# POLICY

2006

5580

Non-Instructional Business  
Operations

## **SUBJECT: MEALS AND REFRESHMENTS**

The Board of Education of the Madrid-Waddington Central School District recognizes that from time to time it may be appropriate to provide meals and/or refreshments at District meetings and/or events, which are being held for an educational purpose. Any expenditure made for such meals and/or refreshments should be appropriately documented with a receipt, itemized whenever possible, and submitted to the District's Business Office for the purposes of audit, payment, or possible reimbursement.

Examples of authorized categories of expenditures include but are not limited to refreshments for staff on teacher orientation day(s) at the beginning of each year, staff recognition day, refreshments for Superintendent's Conference Day(s), community/district meetings, assessment day grading of tests, receptions for volunteers, board of education meetings and functions, and other meetings at which district business is conducted.

Adopted July 11, 2006