

## RIII I FTIN

A II Sites and Departments	
<u>November 18, 2024</u>	
	Business Services
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As shared in the <u>BP 3400 Financial Management Systems</u> bulletin, this is a fiendly reminder of the revised food guidelines now in effect. These guidelines are in alignment with the Calif ria Attoriey General's interpretation of food expenditures with public finds. Additionally, it is imperative that we are mindful of the public's trust as they expect us to make practical, frugal choices with every dollar spent.

Effective July 1, 2024, f. od purchased f. r. meetings should meet the following criteria:

- In RARE cases, staf are being asked to WORK through their regular lunchtime as an
  ef ciency based upon the nat re of the work being done. An agenda and list of employees is
  required.
- The meeting is predominantly for families and/or comounity, and it coincides with a meal time (i.e. dinner).
- District f nds may not be used to purchase f od f r staf celebration/appreciation.
- Snacks should NOT be provided to staf as an everyday or ongoing practice
- It is permissible to purchase and provide bottles of water at any meeting.
- "Brown bag" practices regarding snacks at staf meetings and prof ssional development are allowable.
- When purchasing f od, our policies require us to model and support healthy, nutritious choices
- A L L f od purchases must be accompanied by an itemized receipt and a sign-in or attended list.

Please feel f ee to contact Business Services if you have any questions