

# CHECKLIST FOR STAFF FOOD/MEAL PURCHASES

Accounting Department  
Lincoln Public Schools • Lincoln, Nebraska

## To be completed and attached to a completed and authorized requisition

A "yes" answer to one or more of the following questions qualifies the food purchase as an allowable district expense:

1. Did the meeting, which included a meal, take place outside of the normal workday?  Yes  No
2. Did the meeting, which included a meal, include non-employees as active participants?  
If so, were the non-employees directly involved in the meeting?  
*(Note: Employees can never be defined as volunteers.)*  Yes  No
3. Did the meal include students?  Yes  No
4. Did the food purchased meet the LPS BA Bulletin #25 definition of a snack?  
*(Bagels and sweet rolls, and limited quantities of fruit/vegetable or meat/cheese trays will be considered a snack.)*  Yes  No
5. If a meal was provided for staff, was the meal part of a meeting that pertained to specific district business?  Yes  No

Complete the following certification statement:

### AN ORIGINAL ITEMIZED RECEIPT FROM THE VENDOR MUST BE ATTACHED

School/Department Name: \_\_\_\_\_

Reason for the Purchase: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

I certify that the attached request for payment for staff food/snack/meals meets the policy requirements of LPS as required in Business Affairs Bulletin #25.

Administrator: \_\_\_\_\_

Date: \_\_\_\_\_