

**THE RYE CITY SCHOOL DISTRICT
RYE, NEW YORK**

6710.1

MEALS AND REFRESHMENTS AT DISTRICT EVENTS

The Superintendent and his delegate(s) are authorized to provide meals and/or refreshments at District and school meetings and/or other school events that have an educational purpose. Vendors shall be selected considering quality of service and price and district personnel shall make an effort to patronize local establishments where feasible, with the District's Food Service Department given the right of first refusal.

Any expenditure for such meals and/or refreshments shall be documented with a receipt, itemized whenever possible, and submitted to the District Business Office for audit and reimbursement for appropriate expenses.

Examples of authorized expenditures include but are not limited to refreshments at teacher convocation at the start of the year, staff recognitions, Superintendent's Conference Day, Professional Development Day, community/district meetings, test grading sessions, receptions for volunteers, and other meetings at which authorized school business is conducted.

As appropriate, the Superintendent shall establish regulations to implement this policy.

Adoption Date: April 15, 2008