

According to State statute, the District cannot supply food of any kind for staff meetings unless the public is participating and/or the meeting requires the staff meet through normal meal periods, and under specific circumstances.

From the Office of the Attorney General, State of Washington, the question of whether it is appropriate to pay for food and drink at public expense can only be answered with reference to a specific fact situation and generally only after answering the following questions:

1. Who will consume this food and drink?				
2. What is the nature of the occasion for the consumption?				
3. What public purpose or policy objective will be served?				
4. Is the consumption of food and beverages an appropriate way to carry out the legal or policy objective in question?				
5. Is the expenditure of public funds for the food and beverages in question somehow inconsistent with some constitutional or statutory provision or public policy?				
Building/Department				Date <span style="border: 1px solid black; padding: 2px 10px;"></span>
Person making request				
Vendor providing food/beverages				
Description of food, beverages, paper items requested				
Meeting date	Meeting time	No. of attendees	Budget code	PO #

Administrator approval \_\_\_\_\_ Date

District approval \_\_\_\_\_ Date

Date received by Child Nutrition (if applicable)

**Child Nutrition requires two (2) weeks notice to ensure requested items can be ordered in time.**