



BULLETIN

2024-25 NO. BS - 17

SUBJECT: Food Guidelines – BP 3400 Financial Management Systems

TO: All Sites and Departments


DATE: November 18, 2024

PREPARED BY: Victoria Mena,
Administrative Assistant

DEPARTMENT: Business Services

REVIEWED BY: Janea Marking,
Chief Business and
Operations Officer

APPROVED:


Janea Marking,
Chief Business and
Operations Officer

As shared in the [BP 3400 Financial Management Systems](#) bulletin, this is a friendly reminder of the revised food guidelines now in effect. These guidelines are in alignment with the California Attorney General's interpretation of food expenditures with public funds. 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, food purchased for meetings should meet the following criteria:

- In RARE cases, staff are being asked to WORK through their regular lunchtime as an efficiency based upon the nature of the work being done. An agenda and list of employees is required.
- The meeting is predominantly for families and/or community, and it coincides with a meal time (i.e. dinner).
- District funds may not be used to purchase food for staff celebration/appreciation.
- Snacks should NOT be provided to staff 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 staff meetings and professional development are allowable.
- When purchasing food, our policies require us to model and support healthy, nutritious choices.
- ALL food purchases must be accompanied by an itemized receipt and a sign-in or attendee list.

Please feel free to contact Business Services if you have any questions.