

## **Expenditure of Agency Funds for Meals, Refreshments and Gifts**

The Northwest Regional Education Service District (NWRES D) recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend NWRES D funds in the course of conducting NWRES D business to provide meals or refreshments (e.g., bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various NWRES D and department level meetings, gatherings to celebrate NWRES D successes or recognize individual achievements, contributions or outstanding service to the NWRES D and other NWRES D and department sponsored activities.

The use of NWRES D funds, as used in this administrative regulation, means the use of money in any of the accounts of the NWRES D. This includes the General Fund, Special Revenue Funds and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. These funds must not be commingled with NWRES D or student body accounts. These funds are also exempt from the following requirements.

### **Meals and Refreshments**

Agency funds may be used to pay for individual or group meals only if official NWRES D business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion consistent with Board policy and the following:

1. Meals may be provided by the NWRES D to recognize the contributions of staff through retirement dinners or other recognition events;
2. Meals may be provided by the NWRES D as a part of Board or administrative work sessions, at NWRES D or building-level committee meetings or other NWRES D-approved activities. In these cases, the following guidelines apply:
  - a. The cost of meals should not exceed the federal per diem rate per person;
  - b. Purchase food and drink items in appropriate amounts for the number of attendees;
  - c. Agency staff not participating in the meeting or event may only partake in any leftover food or drink items if and when brought to the staff lounge or other designated area;
  - d. All catering supplies must be purchased through the Facilities budget and stored in one of the serving areas.

3. Meals not directly business related may be provided to staff or others at the individual's expense only. Board members and NWRESA administrative staff may use NWRESA funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar NWRESA or department-sponsored activities, subject to the following additional requirements:
  - a. The purchase of alcoholic beverages with NWRESA funds is strictly prohibited;
  - b. The use of NWRESA funds for parties is prohibited.

### **Gifts**

There are numerous occasions that may arise whereby Board members, administrators or other Agency staff may feel the need to recognize employees (e.g., Administrative Professional's Day, classified employees' week, birthday, etc.). A Board member, administrator or other NWRESA employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

1. The NWRESA may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing NWRESA funds, as approved in advance. For example, the Board generally proclaims special recognition for classified and licensed employees' appreciation weeks;
2. Administrators may use NWRESA funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed \$25 per person;
3. No other expenditure of NWRESA funds for gifts is permitted without prior authorization from the Board or superintendent.