



White Plains City School District

MEALS AND REFRESHMENTS DOCUMENTATION FORM

All meal and refreshment expenses must be appropriately documented, including the date, purpose of the meeting and the group in attendance, and submitted to the District’s Business Office for the purposes of audit and possible reimbursement. Any expenditure on refreshments and/or meals must be approved in advance by the appropriate Administrator. Please fill out all information on the below form, have your Administrator sign the form and submit with your requisition. Purchase orders must be used for the purchase of all meals and refreshments and must be placed prior to the meeting or event. Please refer to policy #9170 Meals and Refreshments for examples of authorized expenditures.

DATE: _____

TIME: _____

LOCATION: _____

DEPARTMENT: _____ CONTACT PERSON: _____

PURPOSE: _____

LIST OF ATTENDEES:

ADMINISTRATORS SIGNATURE: _____

ADMINISTRATORS NAME: _____ DATE: _____

***This form must be signed and submitted with your requisition.