

ICHABOD CRANE CENTRAL SCHOOL DISTRICT

PROVISION FOR PURCHASE OF MEALS AND REFRESHMENTS

The Board of Education recognizes that under certain conditions, it is appropriate to purchase food and refreshments for various district functions. Therefore, the Superintendent of Schools may authorize district funds to be used to purchase food and refreshment items for Board meetings, committee meetings or for Staff Development session(s). A record of the Superintendent's authorization will be maintained.

Policy Adopted – 12/05/06

Effective Date: June 18, 2013

FOOD SET-UP REQUEST FORM

Date of Function: _____

Time: _____

Function: _____

Location: _____

Number of Guests: _____

Food Requested: _____

Budget Code: _____