



FOOD & BEVERAGE DOCUMENTATION

COLVILLE SCHOOL DISTRICT 115
217 S. HOFSTETTER COLVILLE, WA 99114

Colville School District Policy No. 6240 permits reasonable food and beverage consumption while in the conduct of business that is of benefit to the district and serves a public purpose. Such expenditures will be supported by statements that show the occasion for incurring expenses, the nature of the expenses that were incurred and the general nature of business that was being conducted. **This form must be completed by the responsible meeting owner and attached to any requisition for payment related to food and beverage consumption using district funds.**

GENERAL INFORMATION			
Meeting/Event:		Date:	
Meeting Owner:		Start Time:	
Location:		End Time:	

Purpose of meeting/event (include sufficient detail to justify the meal as an appropriate use of District funds):
Attendees (i.e. 4th Grade Teachers, Principal, Paraeducators)
Number of attendees:
Meals/Beverages Purchased (include vendor and description of food):
Total Cost of Meals/Beverages Purchased:

I hereby certify under penalty of perjury, the above meeting/event qualified for meals and/or beverages in accordance with Colville School District Policy No. 6240.

Meeting Owner

Date

Superintendent

Date