

PURCHASE OF FOOD, MEALS, AND REFRESHMENTS

In general, the Rochester City School District does not purchase or reimburse for the cost of food, meals, and refreshments for employees, meetings and events; except in minimal amounts and under limited circumstances defined below. The purchase of water for meetings and events is allowed. This policy does not apply to food purchases made to operate the District's food service program, culinary arts programs for career and technical education (CTE), and culinary arts program of the Office of Adult and Career Education Services (OACES). Under no circumstances shall District funds be used to purchase entertainment or alcohol. The District will develop and maintain procedures for the purchase of food, meals, and refreshments.

Limited circumstances include:

1. Grant-funded food, meals and refreshments where the provision of such is specifically provided for in the grant agreement (i.e., parental engagement meetings, student events, professional development, etc.).
2. Board of Education and central administration recognition and cultural awareness programs/events for students, parents, employees and community.
3. Retreats and planning sessions of the Board of Education, administration, and/or instructional leadership that is at least three hours in length
4. Meals incurred by employees while on official District business outside of the Greater Rochester area. This expense is reimbursed at the District's per diem rate.
5. Food provided to District employees during emergency situations (i.e., major fire/water emergencies, natural disasters, etc.).
6. Limited instances necessitated by business circumstances for reasons other than those set forth above are subject to express advance written approval by the Superintendent, Chief Financial Officer, or their designee.

Food at school events is to be purchased with funds external to the District (such as PTOs or booster organizations), or as allowed in specific grants.

All expenses must be appropriately documented, including the date, purpose of the meeting or event, and those in attendance. The documentation is to be submitted to the Finance office for processing and approval.

NYSSBA Ref: Meals and Refreshments (9170) – Recommended Policy

Notes: Adopted November 30, 2023 pursuant to Resolution No. 2023-24: 470b; Reviewed April 29, 2025 with no amendments pursuant to Resolution No. 2024-25: 659

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