

Business/Non-Instructional Operations CASH DISBURSEMENT

Gifts and Food Policy

The Brookfield Public Schools allows for the purchase of gifts, meals and light refreshments for employees, student and official guests under certain criteria. Employee meals are a personal expense; exceptions will be made by school administrators. When the district purchases the meal, the business purpose and attendees must be defined.

Brookfield Public Schools has an obligation to ensure that all expenditures are essential and reasonable and that they support the mission of the district.

Food can be purchased for school functions if the events are related to specific business functions involving official guests of the district, professional development training and other specific school events.

Only the Superintendent is authorized to purchase gifts on behalf of the school district.

A final determination of whether an item is reasonable and necessary will be made by the Superintendent or his/her designee.

Legal Reference: Connecticut General Statutes
 10-248 Payment of school expenses

Policy Adopted: 10/1/14

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut