

SAN DIEGO UNIFIED SCHOOL DISTRICT
Explanation of Noneducational Expenses

Attachment

Procedure No. 2518

Request Approval to Purchase: Food Room Rental Awards for Students

Description of Activity: _____

Date of Activity: _____ **Location of Activity:** _____

Type of Activity:

- District function conducted by Superintendent or Board of Education.
- Functions involving students and/or community representatives.
- Group planning and operational meetings involving parents and/or community representatives.
- Group planning/operational meetings involving district employees only. (Dinners prohibited)
- Breakfast Lunch Dinner* Refreshments (not meals)

*function must include community representatives, students or parents

Number of Attendees:

Community Representatives _____ Students _____ Parents _____ District Staff _____

Estimated Expenses:

Awards: Description _____ Cost Per Item: \$ _____ Total: \$ _____

Room Rental: \$ _____ Equipment: Description: _____ Rental: \$ _____

Food: Description: _____ Cost: \$ _____

Total Cost: \$ _____ **Budget Charge No.** _____

Method of Purchase or Source:

- | | | |
|---|---|---|
| <input type="checkbox"/> Food Services Catering
(Proc. No. 2518) | <input type="checkbox"/> EFRA Requisition
(Proc. No. 2518) | <input type="checkbox"/> Revolving Cash Fund
(Proc. No. 2310) |
| <input type="checkbox"/> Grocery Invoice
(Proc. No. 2430) | <input type="checkbox"/> Employee Reimbursement
(rentals prohibited) | <input type="checkbox"/> Procurement Card
(rentals prohibited) |

Note: Use of employee reimbursement, revolving cash fund or procurement card for rental is prohibited.

Site/Dept. Name: _____ **Contact Person:** _____ **Tel. No.** _____

Approvals:

_____	_____	_____	_____
Site/Department Administrator	Date	Budget Approval-Food Svc Cater only	Date

Approved Disapproved

Director, External Fund Date