

Request to Purchase Food

Outside of Normal Guidelines in Food Purchases and Travel Memo of 9/20/17 on reverse of this form

School Year

Submit Completed Form to Executive Director of Budget or CFO

Location Name: _____

Location Number: _____

Today's Date: _____

Approximate Cost: _____

Date of Meeting: _____

Number of Attendees: _____ (minimum of 5)

Start Time: _____

End Time: _____

Purpose of Meeting:

What type of food will be purchased?

Where will the food be purchased?

What cost account will be used for purchase?

Fax#

Co	AU	Acct

The final approved form will be faxed to the number provided

Prepared by (please print name)

Phone#

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Signature: _____

Date

Site Approval

Signature: _____

Date

Program Approval

Signature: _____

Date

Financial Approval

Invoices for food purchased without this document attached will be denied and will be the financial responsibility of the individual person who made the purchase to pay the invoice.

(This MUST be signed, dated and APPROVED PRIOR to purchase date)



Tami J. Coleman
CHIEF FINANCIAL OFFICER

June 28, 2018

MEMORANDUM

TO: APS Staff

FROM: Tami J. Coleman, Chief Financial Officer

SUBJECT: **FOOD PURCHASES AND TRAVEL**

Food Purchases

Please consider this email memo as notification and a reminder that food purchases are prohibited. This includes requisition, reimbursement, and p-card purchases for meetings, working lunches, and trainings. This topic was discussed at the APS Cabinet meeting on September 20, 2017, and so the District's leadership is also aware of these restrictions. ***There are new exceptions listed in this memorandum.***

Exceptions:

1. Any meal purchases during District-approved overnight travel that comply with the New Mexico Per Diem and Mileage Act will still be allowed.
2. Parent Involvement meetings funded through Title 1 or another pre-approved grant.
3. Food purchased with Homeless Grant funding
4. Food/meals for students: e.g., Athletics, ROTC, Homework Diner, Activity Funds
5. Meals provided by sponsors are always welcome. Please be sure and note the sponsor on the agenda for your meeting and thank them publicly for their contribution.
6. Coffee, water, and light snacks can be provided for meetings lasting a half day or longer. Please provide the meeting agenda and sign-in sheet.
7. ***Requests to purchase food outside of the guidelines listed on this memo must be submitted on the Request to Purchase Food e-form to the Executive Director for Budget or the Chief Financial Officer. Invoices for food purchased without this prior-approved document will be denied and will be the financial responsibility of the individual person who made the purchase.***

Link to Request to Purchase Food e-Form: <https://intranet.aps.edu/departments/finance/budget-and-strategic-planning/budget-strategic-planning-documents/request-for-food-purchase.pdf/view>

Travel

Effective immediately, all travel requests need cabinet member approval rather than the Superintendent's approval. Travel restrictions have been removed, but all travel requested will be presented to the Superintendent's Cabinet for discussion and approval, regardless of funding source.