

# Request to Purchase Food

Outside of Normal Guidelines in Food Purchases Memo of 7/6/21 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:

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What type of food will be purchased?

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Where will the food be purchased?

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What cost account will be used for purchase?

Email

Co	AU	Acct

The final approved form will be emailed to the staff that prepared the document

Prepared by (please print name)

Phone#

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Signature: \_\_\_\_\_

Date

Site Approval

Printed name of Site Approver

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

July 6, 2021

To: Albuquerque Public Schools (APS) Staff

From: Tami J Coleman, Chief Financial Officer

Re: Food Purchases

**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.

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 I 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

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