

**MEALS AND REFRESHMENTS AT BOCES**  
**SPONSORED EVENTS AND ACTIVITIES**

The Board of Education recognizes that from time to time it may be appropriate to provide meals and/or refreshments at events or activities sponsored by BOCES. Meals and/or refreshments may be provided for purposes of allowing the event or activity to continue through generally accepted meal times, to enhance the quality of the event or activity or to promote the culinary educational programs offered by BOCES. Examples of such situations include, but are not limited to, staff orientations, staff development day, superintendents conferences, principals meetings, community receptions, workshops and training events sponsored by BOCES and other meetings at which BOCES business is conducted. Where meetings are scheduled to conduct public business, for example, regular or special meetings of the BOCES Board, during the dinner period, and to accommodate travel time of meeting attendees, the BOCES may provide meals.

Such expenses at all times shall be reasonable and must be appropriately documented. Prior to making payment for such expenses, the following documentation shall be provided: the date, purposes of the activity or event, the number of persons in attendance, and an itemized list of the food and/or beverages provided. In no event shall alcoholic beverages be served or paid for by BOCES. The Assistant District Superintendent for Business Services shall establish administrative procedures as necessary to carry out this policy.

Following the close of each fiscal year and by the October regular Board meeting date, the administration shall prepare and present to the Board Audit Committee a summary of activity, financial or otherwise resulting from the implementation of this policy.

**Adopted:** February 14, 2008

**Ratified:** March 17, 2008

**Amended:**