



District Funds for Purchase of Meals, Refreshments, and Gifts

Portland Public Schools receives funds from a variety of sources. It is the responsibility of the District to steward those scarce resources carefully and in the best interests of students. District employees are expected to exercise prudent and appropriate judgment in the expenditure of District funds for meals and/or refreshments.

Generally, District funds may not be used for meals or gifts for employees. Nonetheless, there may be occasions when it is appropriate for Board members, administrators, and others to expend District funds while conducting District business to provide meals or refreshments as outlined below. The purchase of gifts may also be appropriate in certain situations, as outlined below.

“District funds” as used in this policy, refers to any of the general funds of the District, including but not limited to the following: (a) funds derived from student body accounts held at each school that are derived from parent organizations that is designated to be used only for student activities; (b) funds derived from the District’s general fund; (c) funds derived from the District’s special funds; (d) funds derived from the District’s capital funds; (e) funds derived from the District’s operating funds; (f) funds derived from the District’s maintenance funds; (g) funds derived from the District’s other funds.

Funds not generated by the District (e.g., a “social fund” or “sunshine fund”) voluntarily collected from staff members or others for the specific purpose of providing gifts or parties, such as birthday recognition, bereavement and illness acknowledgement, etc., are exempt from the following requirements. Donations from PTAs, local businesses, individual made directly to schools are also not considered “District funds.”

Required documentation and business justification for food and beverage purchases shall be specified in the [Administrative Directive](#).

I. Meals and Refreshments

Meals and refreshments for regular staff meetings are generally not allowed.

In order to support an efficient, effective, and productive work environment, District funds may be used to pay for group meals during meetings that require extended time (for example, all-day meetings) or take place after normal work hours, as specified in [Administrative Directive](#). Minimum group size for meeting meals shall be specified in the Administrative Directive.

- a. Meals are defined to include food and non-alcoholic beverages provided at breakfast, lunch, or dinner.
- b. Refreshments are defined to include non-alcoholic beverages and snack items that are less extensive than full meals.



Board Policy

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