

**MEALS AND REFRESHMENTS AT QUESTAR III
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 Questar III. 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 Questar III. Examples of such situations include, but are not limited to, staff orientations, staff development day, employee appreciation day, superintendents conferences, principals meetings, community receptions, workshops and training events sponsored by Questar III and other meetings at which Questar III business is conducted.

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 Questar III.

The Assistant Superintendent for Business and Financial Services shall establish such administrative procedures as necessary and desirable to carry out this policy.