

PUBLIC PURPOSE VERIFICATION FORM

To be completed and submitted with request for reimbursement/payment of meals/refreshments with District Funds.

The Vendor to be paid is _____.

The amount to be paid is _____.

Centerville Community School Board of Education adopted procedure:

In-District meals will be reimbursed or provided during the course of meetings/programs, when a specific district purpose can be documented, or when the normal lunch period is compressed to accommodate the schedule. Food may be served before or after contract hours in lieu of extended contract payments. Documentation (list of participants/minutes/notes/summary of meeting) is to accompany the claim for reimbursement.

Requesting Administrator: _____ Building _____

Date of food/refreshment service: _____

Time of food/refreshment served: _____ a.m. _____ p.m.

Type of meeting: _____

List of participants: identify by name and category (employee/parent/etc.) when participants exceed 10 in number state the number and category.

The specific District Purpose served by providing refreshments/food
(complete those that apply)
_____ courtesy refreshments for parents/volunteers/citizenry
_____ refreshment/food provided employees in lieu of salary as the meeting took place outside
of normal working hours
_____ other _____

Attach minutes/notes/summary of the meeting.