



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Purchase of Meals/Refreshments/Food  
For Advisory Committees

**NUMBER:** BUL-6333.0

**ISSUER:** Dr. Donna E. Muncey  
Chief of Intensive Support and Intervention  
Office of the Superintendent

Rowena Lagrosa  
Executive Director  
Parent Community Student Services Branch

**ROUTING**  
ESC Instructional Directors  
ESC Operations Administrators  
ESC Operations Coordinators  
ESC Parent and Community  
Engagement Administrators  
ESC Categorical Coordinators  
Principals  
School Administrative Assistants  
Parent Center Staff  
Parent Educator Coaches  
School Categorical Coordinators

**DATE:** July 21, 2014

**POLICY:** Food and refreshments for school and District committees may be purchased with state Local Control Funding Formula (LCFF) funds when done so in compliance with the guidelines listed below.

Purchase orders will not be issued and the Accounts Payable Branch will not provide Imprest Fund Claim reimbursement for any food item or beverage purchased outside of these guidelines.

**MAJOR CHANGES:** This Bulletin replaces BUL-5447. It defines refreshments and restricts the provision of meals. It also prohibits the use of all Title I categorical funds for the purpose of buying food and refreshments.

**GUIDELINES:** For purposes of this bulletin, meals are defined as food items and beverages that constitute a breakfast, lunch or dinner. Refreshments purchased with LCFF funds to support morning meetings may include breads and/or fruit; coffee and/or juice. Refreshments purchased for afternoon or evening meetings are defined as beverages, fruits and/or vegetables, and/or snacks – i.e., granola bars, crackers, etc. Refreshments do not include hot food. The school site principal has fiduciary responsibility for ensuring the proper use of public funds and must exercise due diligence in approving the use of funds for refreshments.

The following purchases are permitted:

- Refreshments only for school and central advisory committee meetings from approved funds.



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- Only one serving of refreshments per four-hour meeting.
- Meetings at the central level may not exceed six hours without the written approval of the Executive Director of the Parent Community Student Services Branch.
- School meetings may not exceed four hours without the written approval of the administrator responsible for committee operations at the site.
- A boxed lunch/meal is permitted when the meeting/activity exceeds four hours.

**AUTHORITY:** This is a policy of Los Angeles Unified School District.

**RELATED**

**RESOURCES:** Reference Guide 1706.3

**ASSISTANCE:** For assistance or further information, please contact:

- Parent Community Student Services Branch at (213) 481-3350
- Accounts Payable Customer Service at (213) 241-4800