GRANGER SCHOOL DISTRICT # 204 FOOD AND BEVERAGE EXPENDITURE FORM <u>PRIOR APPROVAL REQUIRED</u> Per Policy 6210			
FOR MEETINGS, TRAININGS SESSIONS, AND FORMAL CEREMONIES ATTACH THIS PRE-APPROVAL FORM TO REQUEST PAYMENT OF EXPENDITURES			
Event Date Event Title			
 Purpose of Event Meeting (official school business will be conducted; meals/light refreshments are integral to the event) Training or other business event (official school business will be conducted; meals/light refreshments are integral to the event) Formal Award Ceremonies (light refreshments are integral to recognition of school 			
employees/students)			
Department/Building		Account Code(s)	
Contact Name		Contact Phone Number	
Total Number of Invitees REQUIRED: Attach an agenda and a list of invitees			
Food to be served* Vendor Name(s) Breakfast			
Estimated cost of food \$			
*The cost per meal, including tax, may not exceed the applicable per diem.			
Requester Print Name Requester Signature		Signature	Date
Federal Programs Director/Supervisor Signature			Date
Superintendent Signature			Date