



## CHANDLER UNIFIED SCHOOL DISTRICT NON-ATHLETIC (STUDENT)

### ***IN-STATE MEAL ALLOWANCE GUIDELINES***

The following guidelines are for the use of student activity, tax credit or auxiliary monies for meals for clubs and non-interscholastic athletics.

- At the High School Principal's discretion, meal money may be provided as a result of participating in an event.

#### **THE IN-STATE MEAL REIMBURSEMENT WILL BE LIMITED TO:**

<u>Breakfast</u>	<b>\$7.00 a meal - if leaving your school prior to 7:45 am.</b>
<u>Lunch</u>	<b>\$10.00 a meal - if leaving your school prior to 12:30 pm.</b>
<u>Dinner</u>	<b>\$13.00 a meal - if leaving off-site school event after 6:30 pm.</b>

#### **HOW DO I GET A CHECK FOR MEAL MONEY?**

1. **After the Meal Allowance Invoice** is approved by your Principal, it should be sent to Accounts Payable. The check will be issued in the teacher's name and will need to be cashed before the event.
2. The teacher **shall receive an envelope from the Bookstore** for each trip/event.
3. The envelope must be filled out and all meal receipts returned to the Bookstore after the trip, along with any remaining funds to be deposited back in to the account in which it came from.
4. **IF** cash is given to each student as a daily allocation, the student **must sign the envelope** next to their name and amount given. Receipts are not required when giving a daily allocation to the student.

#### **CAN A P-CARD BE USED FOR MEAL MONEY?**

- **ONLY** under extenuating circumstances will a P-CARD be authorized to use.
- The **Purchasing Manager must** give authorization beforehand and the email approval **must** be attached to the PCARD log.
- For meal money that was **not** requested in time to receive a check, the Principal must request a **one-time exception** and contact CUSD's CFO and Purchasing Manager to receive authorization to use the school's PCARD. Email authorization must be attached to the PCARD log along with the Meal Allowance Invoice form if request is granted.

**Any deviation from these guidelines must be approved by the CFO, Lana Berry.**