

## **FOOD/DRINKS FOR STAFF USING BUDGETED FUNDS**

Starting in FY 2016, campuses and orgs are given a budgeted amount to spend on food/drinks for staff, regardless of the reason for the purchase—staff development, motivation, recognition, celebration, etc. The amount is \$15 per Full Time Equivalent (FTE), not per person. The report of FTEs was sent by the Human Resources Department to the Budget Department and the FTEs shown on that report are the figures that are used to calculate the food amounts.

Funds will be set up in codes with the following budget owners:

Food_Cent	for Central Orgs
Food_Camp	for Campuses

Funds cannot be moved into nor out of these codes, unless they are being moved to or from another budget code with the same budget owner. For example, campuses have two budget codes set up for budget owner “Food\_Camp”—they have a code with function 13 (to be used for staff development food) and they have a code with function 23 (for motivational, celebratory, recognition events). Funds can be moved between these 2 codes.

The budget codes have the following format:

199-xx-6499-FD-XXX-99-FOD    where xx is the function and XXX is the org

Utilizing these funds no longer requires submission of lists of attendees/participants nor agendas.

Once those funds have been spent, organizations cannot purchase food/drinks using their Budgeted Funds; the appropriate individual listed below can give approval to transfer funds from their food contingency funds to a requesting campus or department if they deem it appropriate

Assistant Superintendent for Curriculum  
Assistant Superintendent for Leadership  
Deputy Superintendent  
Superintendent

In the cases where approval has been given, the Budget Department will set up a code with Budget Owner “Food-Contingency” and transfer the approved funds. Those funds can only be transferred by the Budget Department.