Responsibility

Principals, Department/Office Heads, Account Managers responsible for budgets, and holders of BCPS Procurement cards.

Parameters for the Purchases of Food

The purchase of food with operating, grant, or school activity funds (BCPS funds) must be made to further school system goals. The following questions should be considered before making purchases:

1. Does the purchase of food or beverages assist in meeting the goals of the school system?
2. Is the purchase of food or beverages during the work day necessary due to the length of the meeting, the location, or the number of outside visitors included in the meeting?
3. Is the purchase of food or beverage during the evening hours necessary due to the time of the meeting, the location, the number of outside visitors, or due to the employee working an extended work day in accordance with Superintendent Rule 3126 are allowable?
4. Could the meeting be scheduled at a different time to avoid a conflict with lunch or dinner times?
5. If the food is a reward for students, is there a more appropriate educationally-related reward available?
6. If the food is for students, is the food/snacks/candy of minimal nutritional value (as defined by the Secretary of the U.S. Department of Agriculture) for students? See Superintendent Rule 3310.
7. Is the food for food/culinary instructional programs?

Documentation Requirements

Documentation for all food purchases shall include the following and must be attached with the corresponding receipts/invoices to the procurement card statements/check reimbursement requests/purchase requisition:

1. Written explanation of the purpose of the meeting/event and the need for food to be included
2. Location of the meeting/event
3. Agenda for the meeting/event
4. List of attendees
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5. Detail of items purchased

6. If purchase of food or reimbursement for a meal is related to an extended work day as described above, include a written explanation of the requirement for the extended day

7. Documentation for culinary program purchases should include teacher, class, date(s)