

4010 - FOOD SERVICES

A. Food Services

The Principal or designee shall be responsible for procuring food services for students from the district or outside vendor. The source of food service for students must be from a certified and licensed vendor. Students shall be charged fees based upon the cost of the service. Free and reduced food services shall be provided by the district to qualified students.

B. School Food Service Funds

- 1) School food service funds shall be considered part of the funds of each school and shall be subject to all requirements applicable to the funds of each school such as budgeting, accounting, reporting, and purchasing.
- 2) All money collected must be deposited intact to a depository as frequently as feasible and as dictated by sound business practices. **IN ANY EVENT, FUNDS COLLECTED MUST BE DEPOSITED WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT.**
- 3) Revenue from the sale of all items handled by the Food Service Personnel shall be considered school food service income. This includes income from sale of cans, bottles, jars, rice bags, swill, and similar items. Such funds shall not be expended as cash.
- 4) Cafeteria Manager is authorized to purchase up to \$1,000 weekly from food vendors without prior administrative authorization.
- 5) All payments from school food service funds shall be made by the accounts payable management system used by the school, unless noted differently in written procedures.
- 6) School food service funds shall be used only to pay regular operating costs.
- 7) Any loss of records, cash, or supplies through theft or otherwise shall be reported immediately to the Principal's office. Such losses shall be itemized and a copy of the report submitted with the regular reports. Suspected theft must be reported to law enforcement authorities.
- 8) Funds shall be collected and expended in compliance with United States Department of Agriculture and State Board of Education rules.
- 9) The Board of Directors shall annually adopt prices for regular meals charged to students and adults who participate in the food service program.
- 10) The Principal or designee shall develop written procedures for conducting the School's food service program.