SHORELINE PUBLIC SCHOOLS
CERTIFICATION FOR SNACK/MEAL EXPENDITURE – GENERAL FUNDS
[Use in lieu of any other form]

Reimburse to: _____________________________________________________________

Description of meeting ____________________________________________________________________________________________

Meeting date __________________________ Meeting time __________________________

Meeting location ______________________________________________________________________________________________

Budget Admin. Prior Approval: __________________________ $ __________________________

Amount of Reimbursement {Attach Receipt} (submit form/receipt within 60 days of receipt date)

STAFF MEMBERS WHO ARE REQUESTING DISTRICT PROVIDED SNACKS AND MEALS ARE EXPECTED TO
FAMILIARIZE THEMSELVES AND FOLLOW POLICY #7325 AND PROCEDURE 7325P. SNACK AND MEALS FOR
STUDENTS MUST MEET THE SLSD NUTRITIONAL GUIDELINES OF POLICY #8230.

<table>
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<tr>
<th>General Fund Account Code:</th>
<th>5720</th>
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AS THE PERSON CHARGED WITH BUDGETARY RESPONSIBILITY, I CERTIFY THAT THE
FOLLOWING CONDITION(S)* EXIST IN RELATION TO THIS REQUEST (check at least one):

_____ Grant-funded: Competitive grants that permit for such refreshments.
(SPECIFY GRANT PROGRAM)

_____ Volunteers: Participants are largely district volunteers or non-district persons working to the
direct benefit of the district. {Attach roster/sign-in sheets}

_____ Meetings: Meeting extends at least two hours outside the normal work day and includes a
normal meal time. (MEETING TIME) ___________ {Attach roster/sign-in sheets/agenda}

_____ Special Events: Annual, one-time or special events such as recognition. (Describe above)

_____ Students: Nutritional snacks meeting Policy 8230 for special occasions and assessment tests.
(Describe above)

Snack/Meal reimbursements are subject to all other applicable reimbursement guidelines and district policies.

Claimant Signature __________________________ Date __________________________

Adopted __________________________
December 5, 1998

Revised __________________________
October 29, 2009

Supt./Supt. Designee Approval __________________________ Date __________________________