

**A RESOLUTION OF THE GOVERNING BOARD OF
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10
OF PIMA COUNTY, ARIZONA
REGARDING THE PROVISION OF FOOD AND BEVERAGES**

WHEREAS, Arizona Revised Statutes § 15-342(39) authorizes a school district governing board to provide food and beverages at district events, including trainings and other official school functions, subject to the Arizona Constitution, Article IX, Section 7 (Gift Clause), and applicable State law; and

WHEREAS, the Uniform System of Financial Records (USFR) authorizes a governing board to adopt a policy or resolution identifying specific events or activities where food and beverages may be provided, establishing expenditure limits, identifying allowable funding sources, documenting the public purpose, and delegating implementation to the Superintendent; and

NOW, THEREFORE, BE IT RESOLVED that the Governing Board adopts the following:

The Governing Board finds that providing food and beverages at official District functions directly supports the District's educational mission by facilitating training, governance, planning, emergency response, recruitment, employee development, and other official District business that benefits students and the public.

All expenditures shall be in accordance with A.R.S. § 15-342(39), other applicable state laws, the Uniform System of Financial Records (USFR), Arizona Constitution's gift clause, and the identified funds' allowable uses.

A. Parameters

The following parameters are established:

1. The purchase of food and beverages must be authorized by the Superintendent or designee in advance of the event.
2. Meals and refreshments must be incidental to the meeting or conference and commensurate with the scale of the event.
3. Refreshments must be designed to encourage attendance and full participation of attendees.
4. District funds may not be used to purchase alcohol.
5. Food and beverages may not be authorized when the provision of food and beverages is already included in the cost to attend a specific event.
6. The District shall only purchase food and beverages using permitted fund accounts.

B. Authorized Events

The Superintendent shall not authorize food or beverage expenditures outside the specific events identified herein without further Board approval:

- Governing Board meetings
- Governing Board retreats and strategic planning meetings
- District-sponsored employee trainings and professional development
- New employee orientation
- Beginning of year and end of year events
- Parent Teacher Conferences
- District leadership meetings
- Department retreats and annual planning meetings
- Required compliance or safety training
- Recruitment fairs and employee recruitment activities
- Emergency operations requiring employees to remain on duty
- Student-related educational events where refreshments directly support the educational program
- Official District ceremonies, recognition events, and community engagement activities approved by the Superintendent
- Other District-sponsored instructional, operational, governance, employee development, or student activities that have a documented public purpose and are approved in accordance with District administrative procedures established under this Resolution.
- District-approved student activities, including student clubs, organizations, athletic programs, fine arts programs, Career and Technical Education (CTE) events, leadership conferences, academic competitions, field trips, student travel, and other school-sponsored activities where meals or refreshments directly support student participation or the educational purpose of the event and comply with applicable State law, the USFR, funding restrictions, and District policies.
- Working meals and off-site meetings conducted for official District business, including strategic planning sessions, professional development, leadership meetings, collaborative planning meetings, and other District-approved meetings where conducting business during the meal period improves operational efficiency or is necessary due to the duration or location of the meeting

C. Expenditure Limits

The cost of any food and/or beverages provided shall not exceed the per-person, per-meal reimbursement limits set forth in State of Arizona Accounting Manual (SAAM) 5025, less the identified requirement for travel.

D. Allowable Funding Sources

Purchases authorized shall be made only from District funds legally authorized for such expenditures. Federal grant funds shall be used only when expressly permitted by the applicable grant requirements.

E. Documentation

Each expenditure shall include documentation supporting the official District event, date and location, number of attendees, public purpose, funding source, and compliance with this Resolution and District procedures.

F. Delegation of Administrative Procedures

Pursuant to A.R.S. § 15-341(F), the Governing Board delegates to the Superintendent the authority to prescribe administrative protocols necessary to implement this Resolution and to comply with the USFR.

This Resolution shall become effective immediately upon adoption and shall remain in effect until amended or rescinded by the Governing Board.

PASSED AND ADOPTED this ____ day of _____, 2026.

President, Governing Board

ATTEST:

Superintendent