

JOSEPH CITY UNIFIED SCHOOL DISTRICT NO. 2

DJ-R PURCHASING ETHICS, Regulation

Presented for adoption, October 13, 2026 (first read September 15, 2026).

(Events and Expense Limits of Food and Beverage Purchases for Board Members, Staff, Students, and Community)

District food and beverage purchases shall comply with Governing Board Policy DJ and shall be authorized in advance, in writing, by the Superintendent or a designee named in writing by the Superintendent, for the events and within the expense limits set out in this regulation. The Governing Board has delegated this approval to the Superintendent by resolution adopted with Policy DJ, so that food and beverage purchases made under this regulation do not require separate advance action by the Board. Governing Board approval is required in advance for any food or beverage purchase outside these parameters.

Events

- A. Governing Board meetings, workshops, and retreats, regardless of how titled.
- B. Emergency operations that require employees to remain on duty after hours.
- C. District leadership meetings.
- D. New employee training and orientation.
- E. District-sponsored employee training and professional development.
- F. Employee recruitment activities and student recruitment fairs.
- G. Beginning and end of year events.
- H. Parent-Teacher Conferences.
- I. Student activities approved by the Superintendent or designee.
- J. District-hosted community events approved by the Superintendent, such as the Family History Festival and the Christmas program.

Expense Limitations

Food and beverages shall not exceed the per-person and per-meal limits set forth in the State of Arizona Accounting Manual (SAAM), Topic 50, Section 95, as published by the Arizona Department of Administration, General Accounting Office, and as amended. When the SAAM limits change, the new limits apply from their effective date without further action by the Governing Board.

For events held within the District, the District applies the SAAM standard rate for locations not separately listed. For events held at a location that the SAAM lists separately, the rate for that location applies.

Under the SAAM issued January 27, 2025, the standard rate is fifty-eight dollars (\$58) per person per day, allocated twelve dollars (\$12) for breakfast, fourteen dollars (\$14) for lunch, and thirty-two dollars (\$32) for dinner. The Business Office shall confirm the current SAAM figures at the beginning of each fiscal year and whenever the SAAM is reissued, and shall publish them in the District Travel Expense Guide.

Advance Authorization

Before any purchase under this regulation, the requesting administrator shall submit the District Public Purpose Determination and Pre-Authorization Form to the Superintendent or designee, stating the event, the date, the number of persons, the District fund to be charged, the estimated cost, and the public purpose served. The written approval of the Superintendent or designee on that form is the advance authorization required by Policy DJ. After the event, the itemized receipt shall be attached to the form, and the form shall be retained with the payment record.

Reporting to the Governing Board

Each food and beverage purchase approved under this regulation shall appear on the expense vouchers presented to the Governing Board for ratification at its next regular meeting and shall be identifiable on those vouchers as a food and beverage purchase.

Other Limitations

Prior to each food and/or beverage purchase authorized by this regulation, the District fund or funds from which the purchase will be paid shall be identified in writing on the pre-authorization form. No such purchase shall be paid from a District fund unless the expenditure of that fund for food and beverages is authorized by law.

To demonstrate compliance with the Arizona Constitution, applicable state law, the Uniform System of Financial Records (USFR), and Governing Board policy, the District shall prepare and maintain documentation for each food and/or beverage purchase authorized by this regulation and shall retain it in accordance with the records retention schedules.

No District funds shall be expended for alcoholic beverages.

Delegation

Pursuant to A.R.S. 15-341(F), the Governing Board delegates to the Superintendent the authority to prescribe any administrative procedures necessary to implement this regulation.

LEGAL REF.: A.R.S. 15-213, 15-341(F), 15-342(39); Arizona Constitution, Article IX, Section 7; Uniform System of Financial Records (USFR); State of Arizona Accounting Manual, Topic 50, Section 95

CROSS REF.: DJ, Purchasing Ethics; DJE, Bidding/Purchasing Procedures; DKC, Expense Authorization/Reimbursement; DKC-R, Expense Authorization/Reimbursement Regulation