

Food/Drinks for Staff Using Budgeted Funds—FY 2025

Campuses and Departments are given a budgeted amount to spend on food/drinks for any employee, regardless of the reason for the purchase—staff development, motivation, recognition, celebration, etc. The amount is \$15 per Full Time Equivalent (FTE). The FTE quantities are taken off the personnel budgeting snapshot report.

THESE FUNDS ARE NOT TO BE USED TO DINE AT LOCATIONS OUTSIDE OF KISD PROPERTIES WITHOUT PRIOR E-MAIL APPROVAL FROM THE SUPERINTENDENT. At the campus level they should not be used only to pay for meals for campus administrators. If campuses/departments choose to spend funds for a start of the year and/or a year end celebration, be sure to take into consideration that these funds must last the entire fiscal year—not school year—and be used not only for celebrations but also for professional development food/drink for all staff as well. Contingencies should only be used for true emergencies such as district events not reasonably able to be anticipated that require staff to work through lunch; not because you want a start of the year celebration plus holiday celebrations plus end of the year celebrations plus staff development. Dinners are not allowable using these funds except with the written approval of the Superintendent.

Funds will be set up in codes with the following budget owners:

- Food_Cent for Central Orgs
- Food_Camp for Campuses

Funds cannot be moved into nor out of these codes, unless they are being moved to or from another budget code with the same budget owner. For example, campuses have two budget codes set up for budget owner “Food_Camp”—they have a code with function 13 (to be used for staff development food) and they have a code with function 23 (for motivational, celebratory, recognition events). Funds can be moved between these 2 codes.

The budget codes have the following format:

- 199-xx-6499-FD-XXX-99-FOD where xx is the function and XXX is the org

Utilizing these funds does not require submission of lists of attendees/participants nor agendas.

Once those funds have been spent, organizations cannot purchase food/drinks using any Budgeted Funds unless the appropriate individual listed below give approval to have funds transferred from their food contingency funds to a requesting campus or department **if the request is one that is for an event not reasonably able to be anticipated that requires staff to work through lunch. Dinners are not allowable with these funds except with the written approval from the Superintendent.** No budgeted funds outside of those discussed above can be used to purchase food/drinks—not associated with travel—for KISD employees.

- Assistant Superintendents’ Contingency
- Deputy Superintendents’ Contingency
- Superintendent’s Contingency

In the cases where approval has been given, the Budget Department will set up a code with Budget Owner “Food-Contingency” and transfer the approved funds. Those funds can only be transferred by the Budget Department.