



SERVICE AWARDS, TRAINING, EVENT EXPENDITURE GUIDELINES (BUS-G002)

Clarksville-Montgomery County School System

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SERVICE AWARD GUIDELINES:

District service year awards (Pins) – Provided by Human Resources Department

FOOD EXPENDITURE GUIDELINES:

- Up to 2 events per year* – Department/School to provide a meal and paper products estimated at an annual expense not to exceed \$20.00 per person (not per event)

*This applies to all schools and departments, but does not limit the number of events that may be paid for by outside sponsors (i.e. PTO, PIE, Vendors). See policy [HUM-A013](#), Staff Gifts and Solicitations.
- Receptions for special occasions (i.e. retirement, employee appreciation day) – light refreshments such as punch, cake, nuts, mints, fruit/vegetable tray, etc. but no meal.
- Professional Development Activities
 - Routine (more than 4 times a year) such as training, planning sessions, etc. – coffee, water, snacks not to exceed \$5.00 per person
 - Non-routine (no more than 4 times a year) such as working lunches, guest presenters, visitors, etc. – Meal not to exceed \$20.00 per person
- Exceptions to Food Expenditure Guidelines:
 - Events currently established and budgeted (examples below) but must not exceed \$15.00 per person:
 - Working luncheons for Communication Groups
 - PIE Appreciation Breakfast
 - Learning Center activities with parents
 - District Retiree Celebration
 - Any other exceptions not listed above must be approved by the Chief Financial Officer or designee prior to purchase/ordering of food. Usually these exceptions are only approved for emergency situations or other extenuating circumstances.

NON-ALLOWABLE EXPENDITURES:

- Gifts, Cards, Cash, Gift Cards, or Decorations

FUNDING GUIDELINES FOR SCHOOLS:

ISA account #961499, "Other School Supplies" – 40% of annual school allocation*

*The spending of the 40% school allocation must follow the guidelines above.



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FUNDING GUIDELINES FOR DISTRICT OFFICES AND OPERATIONS:

For the District holiday meal, use account #GSK51200 542200.

For all other expenditures, the appropriate departments should budget their specific accounts that are set aside for food, meetings, professional development activities, or contracted services for catered meals depending the kind of activity and purchase it will be. Please note these charges should never go to the office supply account (object 543500).

REQUIRED DOCUMENTATION:

A procurement card (p-card) or purchase order may be used but all district purchasing policies must be followed. In addition, for audit and internal control purposes, you must also provide documentation regarding the purpose of the activity, the list of attendees (or number of attendees if names are not easily available), and the detailed invoice (along with the receipt of payment if using a p-card).

NOTES:

It is extremely important to communicate to all in attendance when the funding for the activity/event is being funded outside of the school system budget.

No employee should be reimbursing the district/school for a portion or all of the food/meal if the purchase is made by CMCSS as a tax exempt purchase. Full or partial reimbursed meals by employees' results in sales tax due for the entire meal which would have to be fully paid by the employees' who are reimbursing CMCSS; hence, this is the reason why we should avoid having employees reimbursing any portion of a meal.