



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 meat and paper products estimated at an annual expense not to exceed \$5.00 per person; Potluck – staff to provide sides
 - *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, and mints
- Professional Development Activities
 - Routine training, planning sessions, etc. – coffee, water, snacks
 - Non-routine (working lunches, guest presenters, visitors, etc.) – Meal not to exceed \$10.00 per person
- Exceptions to Food Expenditure Guidelines:
 - Events currently established and budgeted (examples below)
 - Working luncheons for Communication Groups
 - PIE Appreciation Breakfast
 - Learning Center activities with parents
 - District Retiree Celebration

NON-ALLOWABLE EXPENDITURES:

- Gifts, 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.

FUNDING GUIDELINES FOR DISTRICT OFFICES AND OPERATIONS:

Please use account #GSK52400 539900

REQUIRED DOCUMENTATION:



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Use of petty cash account or procurement card (P card) – must provide documented purpose and list of attendees for audit trail.

NOTE:

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.