**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Explanation of Noneducational Expenses**

**Procedure No. 2518**

**Request Approval to Purchase:**
- [ ] Food
- [ ] Room Rental
- [x] Awards for Students

**Description of Activity:**

**Date of Activity:** ______________________________

**Location of Activity:** __________________________________

**Type of Activity:**
- [ ] District function conducted by Superintendent or Board of Education.
- [ ] Functions involving students and/or community representatives.
- [ ] Group planning and operational meetings involving parents and/or community representatives.
- [x] Group planning/operational meetings involving district employees only. (Dinners prohibited)
- [ ] Breakfast
- [ ] Lunch
- [ ] Dinner*
- [ ] Refreshments (not meals)

*function must include community representatives, students or parents

**Number of Attendees:**

Community Representatives __________ Students __________ Parents__________ District Staff__________

**Estimated Expenses:**

- **Awards:** Description __________________________________ Cost Per Item: $ __________ Total: $ __________
- **Room Rental:** $ __________ **Equipment:** Description: __________________________ Rental: $ __________
- **Food:** Description: __________________________________________ Cost: $ __________

**Total Cost:** $ ________________ **Budget Charge No.** ________________________

**Method of Purchase or Source:**

- [ ] Food Services Catering (Proc. No. 2518)
- [ ] EFRA Requisition (Proc. No. 2518)
- [ ] Revolving Cash Fund (Proc. No. 2310)
- [ ] Grocery Invoice (Proc. No. 2430)
- [ ] Employee Reimbursement (rentals prohibited)
- [ ] Procurement Card (rentals prohibited)

**Note:** Use of employee reimbursement, revolving cash fund or procurement card for rental is prohibited.

**Site/Dept. Name:** __________________________ **Contact Person:** ________________ **Tel. No.** ________________

**Approvals:**

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<tr>
<th>Site/Department Administrator</th>
<th>Date</th>
<th>Budget Approval-Food Svc Cater only</th>
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- [ ] Approved
- [ ] Disapproved

**Director, External Fund**

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Stock 22-R-2280
Revised 4/01