



# Poudre School District

## AUTHORIZATION FOR THE PURCHASE OF MEALS AND/OR REFRESHMENTS

(NOT FOR MEALS RELATED TO TRAVEL)

Administrative Guidelines – Meals and Refreshments require this form as supporting documentation for all refreshment/meal purchases.

Requestor: monica eddy School/Department: superintendent's office

Date of Meeting or Event: 11/11/24 + various

Type of Meal and Associated Cost:

- Refreshments Total Cost: \_\_\_\_\_
- Breakfast Total Cost: 57.11
- Lunch Total Cost: \_\_\_\_\_
- Dinner Total Cost: \_\_\_\_\_

Purpose/Reason for the Meal and/or Refreshments and Number/Estimated Number of Participants:

- Staff Meeting\* Number/Estimated Number of Participants\*\*: 15+
- District-wide Special Event Number/Estimated Number of Participants: \_\_\_\_\_
- Other Special Event Number/Estimated Number of Participants: \_\_\_\_\_
- Student Number/Estimated Number of Participants: \_\_\_\_\_

Description (Business Purpose) of Meeting or Event (or attach meeting agenda):

light breakfast items for several meetings - included guests from calendar committee

\*Description must include why it was necessary to have the meeting during a regular mealtime

\*\*Attach a sign-in sheet, meeting agenda or list of participants.

I have read and understand the Administrative Guidelines – Meals and Refreshments and hereby certify that the expenditure is a reasonable and necessary business expense in accordance with said guidelines.

\_\_\_\_\_  
[Redacted Signature]

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Redacted Signature]

11/13/24  
Date

WED  
Nov 6

Silver Grill Cafe

8:00 AM

 Add to calendar

**Delivery address**

2407 Laporte Ave, Fort Collins, CO 80521

**Download the app**

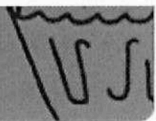
Check the status of your orders and rewards, order food, and more – all on the go.



**Questions?**

To review or edit this order, go to your Orders tab. If you need additional help, chat with us, email us at support@ezcater.com, or call us at 1-800-488-1803.

\*Restrictions apply. See offer details.



**Order**

[View or Edit](#)

**# QV4-UKZ**


Breakfast Burrito x 3	\$24.00
Breakfast Burrito x 4	\$36.00
Breakfast Burrito x 3	\$27.00
Breakfast Quesadilla x 3	\$30.00
Veggie Breakfast Quesadilla x 2	\$20.00
Giant Cinnamon Rolls x 5	\$20.00
Giant Pecan Cinnamon Rolls x 5	\$23.75
Tableware	Free
Plates, Napkins, Utensils	

Tip	\$27.11
Delivery Fee	\$30.00
ezRewards	-180.75
<i>used points to pay - tip / delivery</i>	
<b>Total</b>	<b>\$57.11</b>

WED  
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Tableware	Free
Plates, Napkins, Utensils	
Tip	\$27.11
Delivery Fee	\$30.00
ezRewards	used points to pay — minus tip! delivery — \$180.75
Total	\$57.11