



## ADLC Procedures Manual AP 20-7

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### **ADLC In-Service Meeting Expenses**

ADLC acknowledges that, when various in-service and/or meetings are held in ADLC offices, providing snacks, lunches, etc. to ADLC staff is at times, appropriate. Therefore, the procedures are as follows:

1. All in-service and/or meeting-related costs require prior e-mail approval from the Director, Principal, Associate Principal, or the organizing coordinator. Either the School Administrative Assistants or the Regional Office Business Managers will organize the meetings. Either a caterer will be secured or the meeting will go out for lunch, if necessary.
2. The Director, Principal, Associate Principal, or Business Manager pays for approved expenses with his or her ADLC credit or purchase card.
3. The support staff identified in PM 20-3 codes these charges against GL code identified by the meeting.