

**THE SCHOOL DISTRICT OF PHILADELPHIA  
GRANT COMPLIANCE OFFICE**

**MEAL REQUEST APPROVAL FORM (GRANT FUNDED)  
SDP FISCAL YEAR:**

<u>A. GRANT NAME</u>	<u>B. FUND NUMBER</u>	<u>C. ESTIMATED ATTENDANCE</u>
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<b>D. MEALS PROVIDED IN GRANT AGREEMENT?</b>	YES	NO
<b>E. IF NO, GRANTOR AGREEMENT MODIFIED?</b>	YES	NO

**F. ESTIMATED COST**

**G. DESCRIPTION OF EVENT AND THE NEED TO PROVIDE MEALS. DESCRIPTION MUST INDICATE THE PER PERSON COST. TO BE DEEMED "REASONABLE", MEALS SHOULD BE NO MORE THAN \$20 PER PERSON FOR DINNER (AFTER SCHOOL EVENTS), \$12 PER PERSON FOR LUNCH, AND \$10 PER PERSON FOR BREAKFAST. IF DELIVERED, A REASONABLE DELIVERY CHARGE AND / OR TIP MAY BE ADDED.**

**H. GRANT COMPLIANCE MONITOR COMMENTS:**

**PRIOR TO EVENT APPROVAL**

<b>I. GRANT PROGRAM MGR. / SCHOOL PRINCIPAL</b>	<b>J. GRANT COMPLIANCE MONITOR</b>
SIGNATURE:	APPROVED:                      YES                      NO  SIGNATURE:

The Grant Program Manager (GPM) / School Principal certifies that the actual event data is true and correct, that per person expenditure thresholds and grant requirements have been complied with, and all appropriate backup material (e.g., approval forms, sign-in sheets, invoices, payment documents, etc.) shall be maintained in the grant file in an "audit ready" status. Food purchased without approval will need to be paid from non-grant funds or the personal funds of the GPM or School Principal as deemed appropriate by senior management.

**POST EVENT REVIEW (GRANT COMPLIANCE OFFICE ONLY)**

**K. NUMBER OF ACTUAL ATTENDEES:**