

Reagan County Independent School District
1111 12th Street, Big Lake Texas 76932
(915) 884-3705 (915) 884-3021 (Fax)

Meal Voucher

Planned Meal Purchase:

Date: _____ Student Group: _____

Students _____ plus # Sponsors _____ equals # of meals to be purchased _____ at \$ _____ per meal

Budget Code: _____ **Planned Total \$:** _____

Advance Meal Money? Yes or No If Yes: Check #: _____ Date: _____ To: _____

Requested By Supervisor Central Office

Actual Meals Purchased:

Actual Meals Served: _____ Other Costs: _____ \$ _____ Avg Meal Cost: _____

If Money was advanced, deduct from total cost \$ _____

Balance Due to (from) District after advances, if any \$ _____

If Meal is charged, make payments to: (If paid by School Credit Card, check here: _____)

Restaurant: _____

Address: _____

City, St, Zip _____ Phone # _____

Restaurant Manager Traveling Sponsor

To restaurant/vendor: This is an Authorization to Charge Meals Reagan County I.S.D. (Tax exempt, ID# 75-6002299)
Amounts shown at the top under 'Planned Meal Purchase' are for budgetary purposes only and does not limit the amounts the sponsors may actually charge.

Payment Approval: _____
Supervisor Central Office