

**Reagan County Independent School District**  
**1111 12<sup>th</sup> 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