

SUBMIT FORM TO: FOOD SERVICE DIRECTOR

FOOD SERVICE REQUEST FORM

Food Service Director copy to:

_____ Person/Organization requesting
_____ School District Business Manager

Requests should be made at least three(3) days in Advance
Prior approval must be obtained by building administrator

Time and Date of Activity:

Person or Organization
Requesting Food Service

Person Responsible For
Serving

Where Activity Will Be Held

Please "Code"
and return to:
Food Service Dept.

Prior Approval By: _____

* Code To: _____
(code required to process order)

Food and Supplies Requested	Quantity	Unit Cost	Category Total

Subtotal Food and Supplies: \$ _____

Labor	Hours	Rate	Category Total

Subtotal Labor: \$ _____

For Office Use Only:
Date Bill sent: _____
Date Paid: _____

Grand Total: \$ _____

(Payable to Rush City School District)

* _____