



Business Department - Business Services

Date: _____

To: Superintendent of Schools

Via: _____, Deputy/Assistant /Area Superintendent

From: _____, Site Administrator

Site: _____

Subject: Request for Refreshments

Request the Nutrition Service Branch be authorized to provide refreshments for the below listed function and to charge the general fund for the costs.

Estimated cost: _____

Account to be charged: _____

Date of function: _____

Start time: _____

End time: _____

Number of District attendees: _____

Function:

Location of function _____

Contact for additional information (name and telephone number): _____

Time food required: _____

Menu selection: _____

Beverage selection: _____

Action of Superintendent:

Approved _____ Disapproved _____

Submit request to Deputy/Assistant/Area Superintendent three weeks prior to event.

If function is not to be charged to the general fund, submit all three copies direct to the Nutrition Service Branch and indicate on the request who will pay the bill.