

CONCRETE SCHOOL DISTRICT

Food & Beverage Request Policy 6240F

School or Department

Date & Time of Activity

Person Initiating Request

Date of Request

Food Service Department:
 Vendor: _____
(Albert's, Annie's Pizza, Perk's, etc.)

→ *Send to Kitchen after approved*
→ *Complete Purchase Order(s) after approved*

NATURE of business to be conducted:		BENEFIT to the district of providing food for this activity:	
<input type="checkbox"/>	Meeting or Work Session	<input type="checkbox"/>	More efficiency of meeting by providing refreshments
<input type="checkbox"/>	Curriculum Development Meeting	<input type="checkbox"/>	More time spent on task, greater accomplishments
<input type="checkbox"/>	Student Activity	<input type="checkbox"/>	ASB student social activity or award ceremony
<input type="checkbox"/>	Staff In-Service	<input type="checkbox"/>	Continuity in training and staying on task to accomplish goals
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

PARTICIPANTS: *Indicate the total participants and check all categories which apply*

Total Number :	<input type="checkbox"/> Staff	<input type="checkbox"/> Community/Parents
	<input type="checkbox"/> Volunteers	<input type="checkbox"/> Students

ITEMS TO BE PROVIDED: *Check all categories which apply*

<input type="checkbox"/> Coffee/Pastries	<input type="checkbox"/> Hot Dinner	<input type="checkbox"/> Cookies
<input type="checkbox"/> Box Lunch	<input type="checkbox"/> Deli Sandwiches	<input type="checkbox"/> Cake
<input type="checkbox"/> Hot Lunch	<input type="checkbox"/> Pizza	<input type="checkbox"/> Cold Beverages
<input type="checkbox"/> Fruit Tray	<input type="checkbox"/> Vegetable Tray	<input type="checkbox"/> Other _____
<input type="checkbox"/> Salad Bar		

APPROVAL:		
Principal/Director/Supervisor _____	Date _____	Account Code _____
Business Manager _____	Superintendent _____	

PROVISION OF FOOD & BEVERAGES AT DISTRICT MEETINGS

The Food and Beverage Request must be completed prior to ordering any food for staff or student meetings. Expenses for food and beverage must serve a public purpose; therefore, reasonable expenses associated with ceremonies, dedications or open houses are permitted, provided the events are open to the general public. Food and non-alcoholic beverages may be served at District expense when a meeting, study session, in-service, etc. continues through normal mealtime hours and will facilitate the continuance of the session with minimum disruption, and where making individual arrangements is not practical. Occasionally grants, such as the tobacco grant, allow food purchase for student activities.

- ✓ **Complete the Food & Beverage Request at least 10 days in advance of the event,** noting whether food is to be provided by district food service staff or ordered from an outside vendor.
- ✓ Submit Form to Building Principal/Director or Supervisor for approval. Form is then forwarded to the District Office for approval.
- ✓ Form is forwarded from the District Office to the Food Service Department, after approval, if in-house food was requested. If outside vendor was chosen, form will be returned to building/supervisor for completion of purchase orders. ***A copy of approved form must accompany purchase order(s).***
- ✓ The Food Service Supervisor will submit an invoice to the District Office after completion of the event when the food service department was utilized. Items will be charged to the account code provided on the request.