

Twin Rivers Unified School District
Nutrition Service Department
Catering Policies & Procedure

2008-2009

Effective July 1, 2008, we ask that all catering requests are submitted via our online Food Request Form with a valid budget code as all catering will be billed through TRUSD Nutrition Services Department. If you are a private company or Student Funds group write in your company name, private party name or school that you are associated with. If you are paying through your school's student funds, write school funds with the budget code. **If you do not provide a budget code or approved signatures, the items you have requested will not be ordered until we receive the appropriate information.** After the catered event and/or food items have been delivered, the bill will be processed through the TRUSD Nutrition Services Accounting Department.

The catering process will be as follows:

Procedure: The requesting unit will fill out a Food Request Form. A minimum of three days is required for small groups up to 50 people, for larger groups of 75 people or more, (1) business week is required. The original signed copy must be faxed to the Nutrition Service Office at (916) 286-3884 or emailed at catering@twinriversusd.org. We recommend that you keep a copy for yourself. If you need more information, call (916) 566-1600 ext.1518. Please include contact information.
NO FOOD REQUEST FORMS WILL BE ACCEPTED IF THE BUDGET CODE AND SIGNATURE ARE NOT PROVIDED. If someone other than a school principal submits the request, the school principal must sign the form before services can be rendered.

1. A Nutrition Services staff person will contact the requesting person and discuss pricing and particulars.
2. Items will be ordered.
3. Nutrition Service will fulfill their commitment for the event.
4. The catering worksheet acknowledgement form **MUST** be signed at the time of delivery.
5. After services are provided the bill will be processed through the TRUSD accounting department system. If the request comes from a source outside of the district they will be added as a vendor and billed through TRUSD Nutrition Services Accounting Department as well. **ONLY OUR APPROVED VENDORS ARE ACCEPTED.**

NO OTHER ROUTING OF THIS FORM WILL BE ACCEPTED

Cancellation: Request for cancel events less than two days notification will still receive billing less 10%