



Weston Public Schools
Catering Invoicing

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Catering Invoicing	Revised Date:	May, 2012
Policy: Record Keeping – maintain accurate and auditable record of all financial transactions.			
The purpose of the Catering Invoice Form is to provide final billing detail of catering services rendered.			
Completed By:	Food Service Bookkeeper	Reviewed By:	Food Service Director
Approved By:	Individual Receiving Services	Entered By:	Business Office Bookkeeper
Form Title:	Catering Invoice	Estimated Time Frame:	Within 30 days of function
Process for Completion:			
<p>Catering by the Food Service Department is an important source of revenue to the district.</p> <p>Failure to collect the fees in a timely manner, negatively impact the fund balance.</p> <p>The Catering Invoice process is outlined to ensure timely payment of invoices.</p> <p>The Food Service Bookkeeper is responsible for:</p> <ul style="list-style-type: none">• All invoices are reviewed for accuracy;• Event Planners are e-mailed a PDF invoice within 3 days of the completed event; and• Payments are received and processed within a timely manner (within 30 days of the completed event). <p>Billing concerns should be directed to the Food Service Bookkeeper in a timely manner.</p> <p>Any individual / department with an outstanding balance on a prior catering event will not be approved until all balances are paid in full.</p>			
For additional information, please contact:			
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Weston School Committee Policy:	Revenue from Nontax Sources, DF		