



**Weston Public Schools**  
**Catering Order Form**

Finance and Operations Office  
89 Wellesley Street  
Weston, MA 02493

<b>Procedure:</b>	Request Catering Service	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> Record Keeping - maintain accurate and auditable records of all financial transactions.			
The purpose of the Catering Order Form is to provide instructions on how to place an order for catering through the Food Service Program.			
<b>Completed By:</b>	Individual Requesting Catering	<b>Reviewed By:</b>	Food Service Bookkeeper
<b>Approved By:</b>	Food Service Director	<b>Entered By:</b>	Food Service Bookkeeper
<b>Form Title:</b>	Catering Order Form	<b>Estimated Time Frame:</b>	Not less than 2 weeks prior to event. Specialty items require 4 week lead time.
<b>Process for Completion:</b>			
<p>The Food Service Department provides catering to town and school related functions.</p> <p>Planning for events must be done in advance to ensure availability of food items and staffing. The Food Service Department has developed a Catering Order Form and Pricing List to assist individuals with planning the event.</p> <p>The Food Service Director approves all catering events to ensure the expectations can be met. At the time the event is planned, a cost estimate is provided. If a town or school account will be paying for the catering, an account code is required to complete the order process.</p> <p>The Catering Order Form must:</p> <ul style="list-style-type: none"><li>• Provide date and time catering is required.</li><li>• Provide number of people to be served.</li><li>• Provide the service location.</li><li>• Provide items requested (see attached Catering Menu).</li><li>• Provide account code to be billed and necessary contact/billing information.</li></ul> <p>All forms should be submitted to the Kitchen Manager of the school. The Kitchen Manager will discuss the event with the Bookkeeper and Food Service Director. Once approved, the event planner will be notified.</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>			
<b>For additional information, please contact:</b>			
<b>Name:</b>	Tess Sousa	<b>Email:</b>	<a href="mailto:sousat@weston.org">sousat@weston.org</a>
<b>Phone:</b>	781-786-5295/5296	<b>Fax:</b>	781-786-5859
<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Revenue from Nontax Sources, DF		