

ICHABOD CRANE CENTRAL SCHOOL DISTRICT

REQUEST FORM-Meals and Refreshments

Date of Function _____

Time _____

Function _____

Location _____

Number of Guests _____

Food Requested: _____

Budget Code: _____

Requested by _____

01/01/07

- Routing Instructions:
- The completed form (including a budget code) must be sent electronically to the Food Service Manager
 - The food service manager will review the request, and determine if the request can be accommodated
 - The Food Service Manager will then e-mail the request to the Superintendent, who will review the request.
 - If approved, the Superintendent will notify all parties accordingly
 - The food service manager will annex a copy of the approval to any claims for payment.