

REQUEST - FOOD

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GROSSMONT UNION HIGH SCHOOL DISTRICT

SCHOOL OR DEPARTMENT:		DATE REQUESTED:	
REQUESTER(S):		EVENT NAME:	
EVENT DATE:		EVENT TIME:	
EVENT ATTENDEES: <div style="display: flex; justify-content: space-around; align-items: flex-end;"> Students Staff Community Other _____ </div>			
BUDGET NUMBER: <div style="display: flex; justify-content: space-around; align-items: flex-end;"> _____ _____ _____ _____ _____ _____ _____ _____ </div>			
REQUESTS:			
Vendor (e.g.: Costco, Palm Café):	Specific Items to be purchased:	Estimated Amount:	Requisition # or Payment Method:
COMMENTS/JUSTIFICATION:			
<p>POLICY: Food purchases MUST follow these guidelines:</p> <ol style="list-style-type: none"> 1) Food purchases may only be made for community events in which parents or community members are involved. 2) Food purchases for meetings will only be permitted if it is an all-day event and lunch is to be provided. (Note: the site may choose to serve breakfast in lieu of lunch.) Please consider District Food Services - Palm Café Catering as a source. 3) All food purchases must be prudent and reasonable in cost. 4) Any food provided to students for consumption during school hours must meet state and federal nutrition standards. 5) Food purchases for instructional purposes are exempt from nutrition standards as long as the food is not consumed by students. 			
AUTHORIZATION (Principal, Manager, Department Head):			
DISTRICT AUTHORIZATION (Executive Director Fiscal Services):			

Include Agenda, Food Service Approval (if for students during school hours), and all backup paperwork

****FILL OUT FORM IN ITS ENTIRETY AND RETURN TO FISCAL SERVICES ****