

Request for Catering Services
Hortonville Area School District Food Service

All requests need to be made 7-10 days prior to event

Section #1

All blanks in section #1 must be filled in for this request to be complete

Individual Making Request _____

Office Telephone _____ Email Address _____

Date of Event _____ Location _____

Time of Event _____ Number of individuals expected _____

Expense account to be charged _____

Section #2 Food Request

Please indicate the type of food items you are looking for or contact the Food Service Office at 779-7904 to personally indicate what you need.

Snacks

- Cookies
- Fruit
- Granola Bars

Breakfast

- Cinnamon Rolls
- Bagels & Cream Cheese
- Muffins
- Granola, Yogurt
- Fruit
- Breakfast Bread

Lunch

- Sandwiches
- Soup
- Salads
- Chips

Beverages

- Milk
- Coffee
- Juice
- Water

Other Items Not Listed:

- _____
- _____
- _____
- _____

Section #3 Financial Processing

- Upon receipt of your request, you will be provided with a cost estimate via email.
- Upon your authorization to proceed, food will be provided and an invoice for the actual cost will be sent to the Business Office along with this initial request form, by the Food Service Office. After your authorization, you will not receive any follow up paperwork.
- The expense will be charged to the account you noted via a posting adjustment by the Business Office.
- The food service account to be credited will be checked by the food service office as noted below.
 - 50-800-259-257000 Catering Revenue (prepared food items)
 - 50-800-419-257000 Other Supplies (to reimburse a supply item purchased for others)