

Hannibal Central School

Request For Special Cafeteria Service

Requests for light service, such as coffee, cookies, classroom celebrations must be submitted at least TWO (2) WEEKS in advance with all attachments.

Requests for banquets, school wide celebrations, full lunch or dinner service must be submitted at least FOUR (4) WEEKS in advance with all attachments.

Building _____ Date Service Required _____

Sponsoring Group _____ Number of persons to be served _____

Person to be contacted for details _____

Brief description of function _____

A. Light Service

_____ Coffee _____ Cookies

_____ Punch _____ Cake

B. Banquet, Meal or Similar

Give Details _____

To be served by Food Service personnel? Yes _____ No _____

Purchase Order Number _____ Attach copy of approved P.O.

Submitted by _____ Approved _____ Principal

Contact the Food Service Director for current prices and to receive quote for services requested.

Food Service Department

Date Received _____

Copy Sent To Head Cook _____

Copy to Building Office _____

Invoice # & Date _____