

McGregor ISD #4

Food Service Order Form

THIS FORM MUST BE FILLED COMPLETELY FOR YOUR REQUEST TO BE FILLED

Date of request: _____ Requested by: _____

Food service order form for special event: _____

Date: _____ Time: _____

Location: _____ # of People: _____

Food & Supply Items:

Labor (if applicable):

Final Cost \$ _____

Approved by: _____ Date: _____ Maximum Approved: \$ _____

Charged to: (choose one) ___ Activity Fund Account _____
___ General Fund (code) _____

FORM MUST BE COMPLETE WITH PROPER APPROVAL!

