

FOOD SERVICES - 'A LA CARTE SERVICE – 2016-2017

Please complete the required information when 'a la carte supplies are requested from Food Services. **AN ACCOUNT NUMBER, OR METHOD OF PAYMENT, IS REQUIRED WITH YOUR REQUEST FOR SERVICES.**

Several days advance notice is necessary for large orders requiring baking or special preparation. Smaller requests can usually be filled with several-hours notice; but a 24-hour lead-time is recommended and very helpful to the Food Services staff.



Please return the completed form directly to the Food Services Head Cook. If you have a special request, or need supplies transported to another building, please contact Lizzie Severson to make arrangements (424-6703).

Amount Needed	Food Item	Amount Needed	Beverage	Amount Needed	Paper Supplies
	Bagel, Small .50 each		Coffee (regular) \$7.50 / 25 cups		Cups (hot/cold) .15 each
	Cinnamon Roll .75 each		Coffee (decaf) \$7.50 / 25 cups		Cups (portion control) 1oz 2oz 4oz .05 ea.
	Cheese Tray 3.75/#		Creamer .05 each		Napkins .02 each
	Cookies 1.0 oz \$3.50 / doz. Cookies 1.5 oz \$4.50 / doz		Juice (4 oz. variety) .35 each		Paper Plates 6" .03 each Paper Plates 9" .05 each
	Crackers (All): .10 each		Juice (10 oz.) .85 each		10" Heavy Duty Paper Plates .20 each
	Cream Cheese .30 each		Milk .35 each		Straws .03 ea./\$2.05 box of 500
	Dessert Bars .60 each		Soda (8 oz) .50 each		Plastic Silverware .03 each
	Fresh Fruit .35 each		Tea .35 each		12 oz Bowls .20 each
	Jelly Packets .10 each		Water Bottled 16 oz. .50 each		Miscellaneous Paper Supply
	Margarine .05 each		Water Bottled 8 oz. .35 each		
	Muffins/Margarine .60 each		Water (iced) No charge		
	Turnovers 1.00 each		Sugar or Sugar Sub .08 pkt		
	Vegetable Tray \$3.00#		Miscellaneous Beverage		
	Fruit Tray \$3.00#				
	Dip \$1.75 / cup				
	String Cheese .35 each				
	Sub Sandwich Meal 3.10 each				
	Miscellaneous Food				

Food supplies will be stored in the freezer or cooler until they are needed. If setup and/or delivery to a room is needed, please indicate below. If amounts needed are not known, please state the number of people attending the meeting: _____

Date Needed: _____

Time for Items to be ready: _____

Delivered & Setup: Yes / No _____

Room/Place for Items to be Delivered: _____

Requested By: _____

Today's Date: _____

Account No: _____

Amt Owed: _____

For Food Service Only: Labor Hours Involved: _____

Name of Event: _____