

JUDSON ISD Catering Department Policies
210 School Street
Converse, TX 78109
210-945-6720 Fax 210-945-6988

Please read and initial by each item below indicating your understanding of the JISD Catering policies. This form must be returned to Janet Daniel before your catering request will be scheduled. Contact JISD Child Nutrition 210-945-6720 with any questions.

_____ I understand that catering orders are for district-related events only. Catering requests cannot be fulfilled for personal and/or non-district events.

_____ I understand that Saturday caterings will have 20% additional charge, plus the cost of any catering staff at \$20.00 per hour.

_____ I understand that cancelling any catering order 1-2 business days before the scheduled event will incur a 20% charge of the total catering cost.

_____ I understand that cancelling a catering order the day of the event will result in responsibility for the full cost of the event.

_____ I understand that my catering request will not be scheduled until a purchase order is returned to the Child Nutrition Department.

_____ I understand that it is my responsibility to ensure that POs created for catering orders are signed off on before the event form is completed to ensure that the Child Nutrition Department is paid for their services.

Print Name

Date

Signature

Phone Number

Department Name

Date of Catering Event

Requisition or Purchase Order #