

The school board recognizes there are occasions and school sponsored events where it is appropriate and customary to provide light refreshments at particular school district activities, meetings and events. The school board also recognizes there are periodic occasions when is customary and appropriate to provide light working breakfasts or other meals. Details are provided via district policy P-9170 Refreshments and Meals. Requests for refreshments and meals for particular school district activities, meetings and events are to be submitted via regular school **purchase** order or via this **form**, generally at least one week or more in advance of the date such meals or refreshments are required, and ASAP if related to pressing or urgent business. Thanks!

Your Name <i>(please print)</i>		
Particular Event, Activity or Meeting		
Scheduled Date and Time of the Event, Activity or Meeting		
<input type="checkbox"/> Customary Event	<input type="checkbox"/> Special Occasion	<input type="checkbox"/> Pressing or Urgent Business

Please complete the second column of the table below, to offer us an estimate of any costs beyond your time associated with your request that you wish be district expense rather than your own expense. Thanks!

Planned Participants	Estimated Number	Briefly describe the purpose of this function/event below.	
Administrators/supervisors			
Other District Employees			
Students			
Volunteers/Parents/Residents			
Board Members			
Estimated Total →			

If applicable, please check which of the following generic food items you'd like provided as part of your request

- Water
 Juice
 Coffee
 Tea
 Milk
 Healthy chips
 Light cookies
 Light dessert
 Cake
 Punch
 Other:
 Soup
 Salad
 Sandwich

Your Signature & Today's Date		
Principal/Director/Supervisor Signature		Date:
Business Administrator's Review & Signature		Date:
District Authorization - Superintendent of Schools		Date:
District Office Note[s]:		

This January 30, 2006 request form replaces any prior Peru Central School District meals/refreshments request forms.

Routing: white - purchasing
 Yellow - cafeteria
 pink - requester