

# Catering Request Procedures

## Hosts

### Submit Request 4 Weeks in Advance

- **Submit requests:**

<https://docs.google.com/forms/d/e/1FAIpQLSd7TWT080nlps4QqgjdK9i9WcBP2dSrcPZS1fimBaL7Bjq1MQ/viewform>

- **Ensure you have the necessary documentation:**

- Agenda, List of Attendees, Purpose, etc.

- **Can't find your items?** Use the note section for items you can't find or email Jamie ([jamie.villalobos@wusd.ws](mailto:jamie.villalobos@wusd.ws)) or Christina ([christina.lane@wusd.ws](mailto:christina.lane@wusd.ws)) for what you need.

- **If you already have a PO:**

- Email Jamie or Christina and let us know you submitted a request.
- Include the PO number in the notes section of your request.

- **If you do not have a PO:**

- The request can take up to **4 weeks to process** so please turn them in early and have all of the needed documentation.
- Delivery days are Tuesday and Thursday at WUHS, Tuesday for WFM, and Thursday for AU and WFE. Please plan your meals accordingly. Fresh produce does not hold for very long and some items often run out of stock without notice.

- **Day of Event:**

- o Your Food Service team will set up your request as needed **if it is on campus**. Please touch base with them a day or two before the event to describe how you would like it done.

- If you need a Food Service staff member to serve, please request that in the notes section of your request.

- o **Your kitchen team will provide you with a copy of the catering request for you to complete after the event.**

**You will fill in the “Amount Used” column** for each item we sent. Items such as sporks, milks, juices, and other packaged items can be returned as long as they can be used for our students. Anything opened or otherwise unusable (such as non-creditable breads and cookies) cannot be returned.

- **This part is essential because you will be invoiced for the items you use. If no completed request is returned, you will be invoiced for the full amount requested.**

- o **Return All Items to the Kitchen After the Event**

- All black trays and lids, water, coffee, carts used, etc. must be returned to the cafeteria by the following morning.
- All cold items must be placed back under refrigeration.
- All hot items must be thrown away. Please do not leave food sitting out- ask a custodian to toss it if you are unable to.
- Paper items can be left on the cart or countertop for the Food Service team to put away.