

Nutritional Services

Date: September 10, 2002

To: All School Secretaries

From: Marilyn Maizan

Re: Faculty Coffee Price List

Attached is a copy of our standard Nutritional Services Price List. This tells you what our charges are for rolls, coffee, and other goodies. All prices are the same throughout the district and for all departments, programs, and/or occasions.

Special Functions Guidelines

When you write up the Faculty Coffee Billing, otherwise known as Special Functions, please list complete billing information and include the following:

Date of Event

Name of Event [i.e. Staff Development Meeting, Muffins For Mom, Donuts For Dad, PTA Breakfast, Safety Inservice, Engineers' Meeting, etc.]

Contact Person or name of person who placed the order with you

Billing Person or the name of person to be billed, if different from the Contact Person

Quantities of Items

Price of Items

Price Extensions

Labor Hours, Wage, Employee Name, if applicable

Total Cost

Budget Codes [ALWAYS ASK FOR A BUDGET CODE AND LIST]

Attach all relevant original invoices to the Faculty Coffee Billing.

If you have any questions, feel free to call Marilyn at 1070.