

**Child Nutrition Services
Procedural Bulletin # 111
A la Carte Ordering Procedures**

- When ordering food items from the Child Nutrition Services Department, please use the A la Carte Order Form attached to this procedural bulletin and create a requisition in ICSIS.
- Orders must be placed two weeks in advanced.
- Submit ICSIS requisition along with A la Carte Order Form to the district's accounts payable department.
- Once the requisition is processed into a purchase order the Child Nutrition Services will e-mail an order confirmation.
- Orders are not final unless there is a purchase order number on file and a receipt signature.
- Only items in the menu may be ordered.
- Service and delivery times will only be offered during operational hours listed in the menu.
- Please follow the menu pricing when completing your A la Carte Order Form.

For further assistance contact the Child Nutrition Services Department at extension 2489 or 2403.

2015-16 A LA CARTE - ORDER FORM

INVOICE #

ALL BOXES MUST BE COMPLETED

SITE:

CONTACT:

PHONE:

E-MAIL:

DATE NEEDED:

TIME NEEDED:

DELIVERY LOCATION:

A RECEIVING SIGNATURE IS REQUIRED FOR ALL DELIVERIES

QUANTITY	ITEM	UNIT COST	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ -
GRAND TOTAL			\$0.00

This form must be attached to a requisition.

Order must be received 2 weeks in advance.

YOU WILL RECEIVE A CONFIRMATION NUMBER ONCE THE REQUISITION HAS BEEN APPROVED

RECEIVED BY: _____

	Date Received	<input type="text"/>
	Confirmation No.	<input type="text"/>

Please refer to menu for pricing.