



Highline Public Schools Nutrition Services Sack Lunch Order Form

Orders must be received no less than two (2) weeks prior to field trip. All information below is required to process.

SCHOOL: _____

TEACHER: _____

DATE OF FIELD TRIP: _____

NUMBER OF LUNCHES REQUESTED: _____

Attach a list of students requesting a sack lunch.

Check one:

- Deliver to my school before 9:00 A.M.
- Will pick up from production kitchen between 7:30 & 8:00 a.m.

IMPORTANT: Do any students receiving sack lunches have food allergies or special dietary restrictions? Y N

If yes, list the name(s) of the student(s), ID number(s) and what special dietary restrictions or allergy exists.

Federal regulations require that all meals (including CEP meals) be counted as they are served to students. To ensure that lunches are eligible for federal reimbursement, you must use one of the following methods for sack lunch service:

Preferred method:

On the day of the field trip, students go to the cafeteria, enter their Mealtime ID number and go through the line to pick up their sack lunch prior to leaving for their field trip. Any leftover sack lunches will be offered as a choice during lunch service. (When this method is used, no charges will be incurred and billed to the budget number provided below.)

Alternate method:

If you choose not to follow the preferred method above, you will need to use a roster and check off students who receive a lunch on the field trip. The completed roster must then be returned to the kitchen upon your return to school. (Sack lunches that leave the kitchen and are not accounted for will be charged to the budget number listed below.)

	PROGRAM	ACTIVITY	LOC	OBJECT
BUDGET NUMBER (Required)				5074

BUDGET APPROVAL SIGNATURE: _____
(Required)

Sack Lunch Request Submitted by: _____ Date: _____

Return completed form to: Kathy.vanskike@highlineschools.org or fax to 631-3387. Questions? x3225.

Your order is not guaranteed until you receive an order confirmation from the Nutrition Service Department.