



RADNOR TOWNSHIP SCHOOL DISTRICT

FOOD SERVICE DEPARTMENT

Catering Requisition 2022-2023



Type of Function:		Time:	
Date of Function:		# Served:	
School/Location of Function:		Approved by:	
Requested by:		Request Date:	
Contact Telephone Number:		Email Address:	

Invoice to be sent to: (Include address if not school)

Paper products, napkins and condiments will be included.

BEVERAGES (Item not shown may be entered in the blank item columns)

Item	#ppl	COST	EXT. COST	Item	#ppl	COST	EXT. COST
Coffee (min. 10 ppl)		\$1.25	\$0.00	16.9 bottled water/24 ct case		\$6.00	\$0.00
Decaf (min. 10 ppl)		\$1.25	\$0.00	8 oz. bottled water/24 ct case		\$6.00	\$0.00
Hot Tea (min. 10 ppl)		\$1.50	\$0.00	Assorted 4 oz. juices		\$0.75	\$0.00
Small water (8 oz.)		\$0.75	\$0.00	Wawa tea's/drinks		\$1.50	\$0.00
Large water (16.9 oz)		\$1.00	\$0.00			\$0.00	\$0.00

Food items not shown, enter in the special requests section below. Items are subject to availability.

Item	#ppl	COST	EXT. COST	Item	#ppl	COST	EXT. COST
Small Muffins (2.5oz)		\$1.25	\$0.00				
Small-Danish (1.25oz)		\$1.50	\$0.00	Potato Salad 4 oz		\$2.25	\$0.00
Bagels		\$1.50	\$0.00	Side Tossed Salad 4 oz		\$2.25	\$0.00
Bagels with cream cheese		\$2.25	\$0.00	Pasta Salad 4 oz		\$2.25	\$0.00
Fresh Whole Fruit		\$1.00	\$0.00	Broccoli Salad 4 oz		\$2.25	\$0.00
Fresh Cut Fruit		\$2.25	\$0.00	2 oz. baked cookies (each)		\$1.50	\$0.00
Breakfast Sandwich/egg, chs. WW English muffin		\$2.50	\$0.00	Assorted Bagged Snacks		\$1.00	\$0.00
with bacon OR sausage		\$2.75	\$0.00	Soft Pretzels		\$1.00	\$0.00
			\$0.00	Hot Dinner items (See Sheet 2)		\$10.00	\$0.00

ESTIMATED TOTAL COST (Does not include other special request): \$0.00

Other Special Requests or Instructions: (Including staff requirements)

PLEASE MAKE CHECKS PAYABLE TO: RTSD FOOD SERVICE FUND, 135 S. WAYNE AVENUE, WAYNE, PA 19087

Overtime Labor Hours:		\$0.00	Additional Regular Labor		\$34.00	\$0.00
TOTAL ESTIMATED COST INCLUDING ADDITIONAL LABOR AND SPECIAL REQUEST:					\$0.00	

The total cost is an estimate. Items that may affect the price: 1.) Last minute quantity adjustments either before or during the event. 2.) Return of pre-approved unopened items. 3.) An event requiring cafeteria staff before or after regularly scheduled hours. 4.) Events requiring equipment or supply rentals. All equipment and supply cost will be submitted to you for approval prior to the event.

School/Administrative Contact Information

School	Name	Telephone	Email
Radnor High School	Maureen Pearlingi	610-688-8100 x3140	maureen.pearlingi@rtsd.org
Radnor Middle School	Judy Militello	610-688-8100 x7132	judy.militello@rtsd.org
Ithan Elementary School	Beth Cooke	610-688-8100 x6048	beth.cooke@rtsd.org
Radnor Elementary School	Beth Cooke	610-688-8100 x6048	beth.cooke@rtsd.org
Wayne Elementary School	Beth Cooke	610-688-8100 x7132	beth.cooke@rtsd.org
Administration/Central Office Staff	Judy Militello	610-688-8100 x7132	judy.militello@rtsd.org
Transportation	Maureen Pearlingi	610-688-8100 x3140	maureen.pearlingi@rtsd.org