

## New Catering – How to Instructions

**\*\*\* ALL LVISD CATERINGS REQUIRE A 3 WEEK NOTICE \*\*\***  
**DUE TO PURCHASE ORDER PROCESSING**

### **Step 1 – Requestor PO#**

- Must get a PO# before submitting a Catering Request Google Form
- When creating a PO# use
  - Vendor Name: La Vega Child Nutrition Services
  - Vendor Nbr: 00767
  - Req. Total: estimate \$17 per person for meal (contact CNS for assistance)
- One PO# for each planned catering
- No Open PO's for meals

**\* DO NOT SUBMIT A GOOGLE CATERING FORM IF YOU DO NOT HAVE AN APPROVED PO #**

### **Step 2 – Catering Request Google Form**

- [www.lavegaisd.org](http://www.lavegaisd.org) > Departments > Health, Student & Family Services > Child Nutrition > LVISD Catering
- Must be logged in your LVISD Google Account. You may get an error message that might say, "You need permission to access" if you are not.
  - Complete the online Catering Google Form
  - Include your PO# and catering details
  - Once submitted CNS will receive an email with your catering request details
  - CNS will send an email to the Requestor to confirm we did receive

### **Assorted Drinks & Snacks from CNS Catering Inventory**

- These food items will not be included in your PO#
- Requestors will receive a Catering Invoice at the end of the month for payment on these food items

### **If You Directly Handle Your Own Departments Caterings**

- You will need to create a Requisition in Ascender to get a PO#
- Contact Restaurant and request a Quote to attach to your Requisition
- Vendor Name: Restaurant / Vendor name (do not use Child Nutrition)
- Requisition Total: total amount on Quote
- Catering Google Form not required
- CNS will not be responsible for catering setup or invoicing