

FOOD SERVICE REQUEST FORM

Name:	Date:
Building/Group:	Date Items Needed:
*Account Name/Number to be Charged:	
Building Administrator's Signature:	

Quantity	Item Description	Price Each	Total
TOTAL			

NOTES:

1. If you do not know the price of an item, call the Food Service Director at **810.591.8854**.
2. You will receive an invoice for the order.
 - a. If paying through a school account, the person ordering must sign the invoice that the items were received and return it to the Food Service Director. (*Payment will be made from the account number listed on this form).
 - b. If paying by check or cash, sign the invoice that the items were received and send payment to the Food Service Director (the address will be noted on the invoice). Checks should be made payable to **Montrose Community Schools**.

Signature below indicates your agreement with the terms stated above	
Signature:	Date:
Food Service Director Signature:	Date:
FOOD SERVICE ACCOUNT NUMBER: 25-0-165-0000-000	