

LVISD Catering

***** All LVISD Catering Requests Require a 3 Week Notice *****

Due to Purchase Order Processing

Step 1 – Requestor PO#

- PO# required before submitting a Google Catering Request Form
- When creating a requisition for your 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
- Please do not submit a google catering request form if you do not have an approved PO#

Step 2 – Catering Request Google Form

- www.lavegaisd.org > Departments > Child Nutrition > LVISD Catering
 - Complete the online Google Catering Request Form
 - Include your PO# and catering details
 - Once submitted CNS will receive an email confirmation with your catering details
- To access the google catering form, you must be logged into your LVISD Google Account. If you are not signed in, you may receive an error message “You need permission to access”

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 final receipt
- Catering Google Form not required
- CNS will not be responsible for catering setup or invoicing