

LVISD Catering

* * * All LVISD Catering Requests Require a 2 Week Notice * * *

Additional time is required for check processing

Step 1 – Requestor PO#

- Create your PO# to directly pay the vendor of your choice
 - Vendor Name: (example: George's Restaurant, Chick-Fil-A, etc.)
La Vega Child Nutrition Services will no longer be used when creating your PO#
 - Requisition Total: Enter the total amount on final receipt
 - Pink Receiver: If your total on your pink receiver does not match the final invoice, simply cross out the incorrect total and write the new amount in its place
 - Send your pink receiver and invoice to the La Vega Accounting Office
- Should not include delivery fee
 - CNS will pick up and deliver

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 For Catering Requests

- Requestors will receive a LVISD Catering Invoice at the end of the month for payment on these food items
- Complete a **Request For Payment** for these items
 - Vendor Name: La Vega Child Nutrition Services
 - Attach a copy of your LVISD Catering Invoice to your RFP
 - Send your RFP to the La Vega Accounting Office