

**Food & Child Nutrition Services  
After School Use Kitchen Facilities Request Form**

SCHOOL INFORMATION: ORG: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EVENT/ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

BEGIN TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

FOOD SERVICE EMPLOYEE(S) WORKING: \_\_\_\_\_  
NAMES & ID NUMBERS

SECONDARY PAY SOURCE LINE CODE: \_\_\_\_\_

**After School Kitchen Use Process** - School event that will require Kitchen use or FCNS staff assistance.

1. Find a Line Code to charge your school that has available funds.
  - a. If PTO is funding the event they would either need to provide a line code, pay the school, or move funds to school accounts
2. Create a Supplemental Code using the Line Code.
3. Complete the After School Use Kitchen Facilities Request form and submit it to FCNS for approval (see below).
4. Share Supplemental code with employee(s) from FCNS, so they can clock in and out with this code.
  - a. At least one employee working must be serve safe certified.
5. If the code is not charged – FCNS will do one of the following.
  - a. Correct the line code if payroll is still open or
  - b. Complete Journal Entries to charge the campus. Line Code provided will be used to complete Journal Entries.

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