

Highlands Food Service Procurement Procedure

Purpose

To establish a clear, consistent process for requesting food service support—including catering and equipment usage—for school and district events. This procedure ensures appropriate approvals, budgeting oversight, and financial documentation while maintaining efficient communication between departments, Food Service, and the Business Office.

Scope

This procedure applies to all Highlands School District staff and departments submitting requests for:

- Food and beverage service (catering)
- Equipment usage (tables, grills, pots/pans, etc.)
- Any event support provided by the Food Service Department

Overview of Process

Departments must follow the workflow below when requesting Food Service support:

Step 1 – Complete the Food Service Department Request Form

Download and complete the Highlands Food Service Department Request Form.

Select whether you are requesting Catering or Equipment Usage.

Include all required information:

- Contact name and email
- Event title and date/time
- Event location (building and room)
- Estimated number of attendees
- Budget code and department responsible for payment

Incomplete forms will not be processed.

Step 2 – Approval by Food Service Director

Submit the completed form to Stacey Waffensmith (swaffensmith@goldenrams.com) for review.

The Food Service Director will review the request to confirm availability, feasibility, and estimated cost.

Once approved, the form will be signed and returned to the requesting department.

Step 3 – Submit to Business Office

Attach the approved Food Service Department Request Form to a Business Office Requisition Form.

Submit both documents to the Business Office for processing.

Step 4 – Purchase Order Creation

The Business Office will review the request and issue a Purchase Order (PO) authorizing the Food Service Department to proceed with the order or service.

Step 5 – Event Completion and Invoicing

After the event, the Food Service Department will finalize any invoices.

The invoices, along with supporting documentation, will be submitted to the Business Office for payment and fund transfer.

Additional Guidelines

- Budgeting: Departments must plan and include food service needs in their annual budgets.
- Timing: Requests should be submitted at least two weeks prior to the event to allow sufficient time for approval and scheduling.
- Compliance: Submission of the request form indicates agreement to comply with all Highlands Food Service Department policies.
- Communication: The Food Service Department will contact the requester to confirm details once approval is received.

Emergency or Last-Minute Requests

In cases where food service support is needed with less than 10 business days' notice, departments must obtain written administrative approval and submit documentation as soon as possible after the event. The Food Service Director will determine whether the request can be fulfilled based on staff availability and resource constraints. Emergency requests should be limited to unforeseen situations, not to compensate for lack of planning. The district reserves the right to deny or charge additional fees for repeated late submissions.

Summary Workflow

Step	Action	Responsible Party
1	Complete Food Service Request Form	Department/Requester
2	Review and Approve	Food Service Director
3	Submit Requisition Form with Approval	Department
4	Create Purchase Order	Business Office
5	Process Final Invoice	Business Office / Food Service