



Public Schools of the Tarrytowns

Business Office • 200 North Broadway • Sleepy Hollow, New York 10591

REQUEST FOR CATERING SERVICE

Date: _____
 Requested by: _____
 Contact Phone #: _____
 Meeting Location: _____
 Date of Meeting: _____
 Number of _____
 people: _____

Purchase Order _____
 Reference: _____
 Time Needed: _____

Notes: _____

Items Requested	Quantity	Cost	Total
Meal Options (Under 50 attendees)			
Breakfast 1		\$7.95	\$
Assorted bagels/muffins with spreads, coffee, tea			
Breakfast 2		\$10.95	\$
Breakfast 1 plus fruit platter or hand fruit, yogurt, and juice			
Breakfast 3		\$16.95	\$
Breakfast 2 plus scrambled eggs, breakfast meats			
Lunch 1		\$14.95	\$
Grilled chicken platter (cold), salad, chips & bottled water			
Lunch 2		\$16.95	\$
Assorted rolls & wraps including turkey, ham, grilled chicken, grilled veggies, tuna, chips, bottled water (pickles and tossed pasta salad, additional \$2 (Lunch 3))			
Lunch 4		\$13.95	\$
Boxed lunch: Sandwich, choice of hand fruit, chips, 8oz bottled water <u>Bread choice:</u> roll, wrap or wheat bread <u>Filling choice:</u> turkey, ham, grilled chicken, grilled vegetable <u>Cheese choice:</u> American, mozzarella, or cheddar			
Cheese Pizza Pie		\$25.00	\$
(8 Cheese Slices) Buffalo Chicken (+\$5), Pepperoni (+\$5), Onions & Peppers (+\$3)			
Healthy Snack Buffet		\$99.95	\$
Fruit platter or vegetable crudité platter with hummus spread (medium)	Large	\$129.95	\$

Snacks	Quantity	Cost	Total
PP = Per Person			
Chips		\$1.50	\$
Frito Lay Brand (per person)			
Beverages			
Snapple - 24CT, 16OZ		\$60.00	\$
Snapple - pp		\$3.00	\$
Coffee, Tea - pp		\$1.25	\$
Cookie Platter - pp		\$2.00	\$
Juice - pp		\$1.75	\$
Bottled Water - 40, 16oz		\$50.00	\$
Bottled Water - 80, 8oz		\$40.00	\$

Total: \$

 Requestor Signature Date

 Administrator/Director Signature Date

 Asst. Supt. for Business Signature Date

*For custom orders please contact the Food Service Manager Donna Rodriguez via email: rodriguezdz@whitsons.com

All requests should be emailed to Donna, the request MUST be submitted at least 48 hours in advance.

We will attempt to honor all requests but if a 48 hour notice is not given, we cannot guarantee all items will be in stock.

