

CORCORAN SCHOOL DISTRICT

Catering Requisition

Requested By: _____ Date: _____

Site: _____

Function Description: _____

Function Date: _____

Function Time: _____

Function Location: _____

Food Items Needed	Amount Needed	Cost per Item	Total Cost

Additional Notes

Fund	Resource	Year	Goal	Function	Object	Site	Amount

Approved By: _____ Date: _____

For Office Use Only

Field Trip: # of Ice Chests Sent _____ Returned: y / n
 Student Signature Sheet _____ Returned: y / n

Catering Request Process

1. Submit the completed Catering Requisition form to Food Services two weeks prior to the event
2. Food Service will provide an update if request will be fulfilled with two days
3. Event Date
 - a. Catering – Food will be delivered to the location specified on the catering requisition form
 - b. Field Trip – Food will be available for pickup at site cafeteria
 - Student must take the whole meal bag provided to sign the signature sheet to be a reimbursable meal
 - Students are able to choose if they want to take a milk
4. Completion of Event
 - a. Catering – Notify Food Services that the event is complete
 - Unused food can be retained by the site or left for disposal
 - b. Field Trip – Return Ice Chests and Signature Sheets to site cafeteria

CORCORAN JUSD CATERING MENU

BREAKFAST:

1. ASSORTED MUFFINS/EACH	\$1.50
2. CHOCOLATE CROISSANT/EACH	\$1.50
3. RASPBERRY BEIGNET BITES/EACH	\$0.75
4. SCONES VARIETY FLAVORS/EACH	\$1.00
5. CINNAMON ROLLS/EACH	\$1.75
6. SWEET BREAD SLICED (ASST. FLAVORS)/EACH	\$1.50
7. CHEESE OMELET/EACH	\$0.95
8. BREAKFAST SANDWICH (SAUSAGE, EGG & CH)/EACH	\$2.25
9. NUTRI-GRAIN BAR (ASST. FLAVORS)/EACH	\$0.50
10. ASSORTED FRESH FRUIT BASKET	\$10.00
11. YOPLAIT YOGURT/EACH	\$0.90
12. GRANOLA/EACH	\$0.75

BEVERAGES:

1. COFFEE (25 cups – includes creamer, sugar, stir sticks)	\$7.00
2. ORANGE JUICE INDIVIDUALS	\$0.85
3. BOTTLED WATER/ each	\$0.25
4. PEPSI PRODUCTS – CANS	\$0.75
5. ICE TEA PITCHER (8/ 8oz cups)	\$2.00

SNACK ITEMS:

1. FRESH BAKED COOKIES / DOZEN	\$5.00/DOZEN
2. MARS CANDY	\$1.25 EACH
3. POPCORNERS KETTLE CORN CHIPS	\$1.50 EACH
4. RITZ CRACKER CHEDDAR SANDWICH	\$0.65 EACH
5. MIXED NUTS W/ CRANBERRY, ALMOND,& CASHEW	\$1.35 EACH
6. CRACKER JACK CARAMEL POPCORN	\$1.45 EACH
7. SMART POP CHEDDAR POPCORN	\$1.45 EACH
8. PLANTERS TRAIL MIX W/ CHOCOLATE	\$0.85 EACH
9. CHEX MIX ASSORTED FLAVORS	\$0.55 EACH
10. HONEY ROASTED SUNFLOWER KERNELS	\$0.35 EACH
11. JACK LINK BEEF JERKY	\$1.45 EACH
12. RICE KRISPIE MINI TREATS	\$0.25 EACH

PAPER AND SUPPLIES

1. PAPER PLATE 9"	\$ 2.35 PER 10 EACH
2. PAPER PLATE 6"	\$ 1.25 PER 10 EACH
3. DINNER NAPKIN	\$ 0.65 PER 10 EACH
4. BEVERAGE NAPKIN	\$ 0.65 PER 10 EACH
5. PAPER CUP 8 OZ	\$1.30 PER 10 EACH
6. PAPER CUP 12 OZ	\$1.55 PER 10 EACH
7. PLASTIC FORK	\$ 0.40 PER 10 EACH
8. PLASTIC SPOON	\$ 1.05 PER 10 EACH
9. PLASTIC KNIFE	\$ 1.20 PER 10 EACH

STUDENT FIELD TRIPS

Breakfast

Option 1: Meal Break – Honey Bunches of Oat Cereal, Juice, Milk

Option 2: Meal Break – Cheerios Cereal, Juice, Milk

Option 3: Poptart, Juice, Milk

Option 4: Mini Donuts, Juice, Milk

Lunch

Option 1: Peanut Butter Sandwich, Carrot Sticks, Fresh Fruit, Milk

Option 2: Italian Combo Sub Sandwich, Carrot Sticks, Fresh Fruit, Milk

Option 3: Turkey/Ham/Cheese Lunch Kit, Carrot Sticks, Fresh Fruit, Milk