



RADNOR TOWNSHIP SCHOOL DISTRICT

FOOD SERVICE DEPARTMENT

Catering Requisition 2026-2027



Type of Function:			Time:	
Date of Function:			# Served:	
School/Location of Function:		Approved by:		
Requested by:		Request Date:		
Contact Telephone Number:		Email Address:		
Invoice Number:				

Paper products, napkins and condiments will be included.

BEVERAGES (Item not shown may be entered in the blank item columns)

Item	#ppl	COST	EXT. COST	Item	#ppl	COST	EXT. COST
Coffee (min. 10 ppl)		\$1.25	\$0.00	16.9 bottled water/24 ct case		\$6.50	\$0.00
Decaf (min. 10 ppl)		\$1.25	\$0.00	8 oz. bottled water/24 ct case		\$6.50	\$0.00
Hot Tea (min. 10 ppl)		\$1.50	\$0.00	Assorted 4 oz. juices		\$0.75	\$0.00
Small water (8 oz.)		\$0.75	\$0.00	Lemon ade \ ice tea		\$1.50	\$0.00
Large water (16.9 oz)		\$1.00	\$0.00				\$0.00

Food items not shown, enter in the special requests section below. Items are subject to availability.

Item	#ppl	COST	EXT. COST	Item	#ppl	COST	EXT. COST
Small Muffins (2.5oz)		\$1.25	\$0.00	Cheese Pizza		\$10.00	\$0.00
Small-Danish (1.25oz)		\$1.50	\$0.00	Gluten Free Pizza		\$14.00	\$0.00
Bagels		\$1.50	\$0.00	3 oz Fresh Baked Cookies		\$1.75	\$0.00
Bagels with cream cheese		\$2.25	\$0.00				\$0.00
Fresh Whole Fruit		\$1.00	\$0.00				\$0.00
Fresh Cut Fruit		\$2.25	\$0.00				\$0.00
5 oz. Yogurt Parfait w/fresh fruit		\$2.25	\$0.00	Assorted Bagged Snacks		\$1.00	\$0.00
			\$0.00	Soft Pretzels		\$1.15	\$0.00
Linens (lined paper)		\$5.00	\$0.00				\$0.00

ESTIMATED TOTAL COST (Does not include other special request): \$0.00

Other Special Requests or Instructions: (Including staff requirements)

PLEASE MAKE CHECKS PAYABLE TO: RTSD FOOD SERVICE FUND, 135 S. WAYNE AVENUE, WAYNE, PA 19087

				Labor Hours:		\$75.00	\$0.00
TOTAL ESTIMATED COST INCLUDING ADDITIONAL LABOR AND SPECIAL REQUEST:						\$0.00	

The total cost is an estimate. Items that may affect the price: 1.) Last minute quantity adjustments either before or during the event. 2.) Return of pre-approved unopened items. 3.) An event requiring cafeteria staff before or after regularly scheduled hours. 4.) Events requiring equipment or supply rentals. All equipment and supply cost will be submitted to you for approval prior to the event.

School/Administrative Contact Information

School	Name	Telephone	Email
Radnor High School	Maureen Pearlingi	610-688-8100 x3140	maureen.pearlingi@rtsd.org
Radnor Middle School	Tara Andrews	610-688-8100 x7132	tara.andrews@rtsd.org
Ithan Elementary School	Tara Andrews	610-688-8100 x7132	tara.andrews@rtsd.org
Radnor Elementary School	Tara Andrews	610-688-8100 x7132	tara.andrews@rtsd.org
Wayne Elementary School	Tara Andrews	610-688-8100 x7132	tara.andrews@rtsd.org
Administration/Central Office Staff	Tara Andrews	610-688-8100 x7132	tara.andrews@rtsd.org
District Events/Superintendent Office	Maureen Pearlingi	610-688-8100 x3140	maureen.pearlingi@rtsd.org