



SUNNYSIDE UNIFIED SCHOOL DISTRICT FOOD & NUTRITION DEPARTMENT

2238 EAST GINTER ROAD ♦ TUCSON, AZ 85706 ♦ PHONE: (520) 545-2075 ♦ FAX (520) 545-2143



Request Date: _____

Event Date: _____

Requested By: _____

Event Time: _____

Event: _____

MENU					
BEVERAGES		SERVINGS	MEAL		
Tea	Iced	<input type="checkbox"/>	_____		
Tea	Hot	<input type="checkbox"/>	_____		
Coffee		<input type="checkbox"/>	_____		
Soft Drinks		<input type="checkbox"/>	_____		
Bottled Water		<input type="checkbox"/>	_____		
Punch		<input type="checkbox"/>	_____		
Other (Please Specify)		_____	_____		
SUPPLIES					
Cups	<input type="checkbox"/>	12 oz	<input type="checkbox"/>	8 oz	<input type="checkbox"/>
Plates	<input type="checkbox"/>	Dinner	<input type="checkbox"/>	Dessert	<input type="checkbox"/>
Napkins	<input type="checkbox"/>	Dinner	<input type="checkbox"/>	Beverage	<input type="checkbox"/>
Forks	<input type="checkbox"/>	Linen	<input type="checkbox"/>		
Knives	<input type="checkbox"/>	Other	<input type="checkbox"/>		
Spoons	<input type="checkbox"/>				
Other:	_____				
(OFFICE USE ONLY)					
Baked goods from: _____					
Request No: _____ Cost \$ _____					
DATE PAYMENT RCVD: _____					
CHECK#/PO#: _____					
DEPOSITED ON: _____					

Event Location: _____

Number to be Served: _____

Who will serve: _____

What time will food be cleared: _____

Where will this be set up: _____

BILLING INFORMATION & PRICING

Bill to: _____

Department: _____

Department Code: _____

Please Note: You must include your Department Code in order for your request to be processed.

Contact Person: _____

Contact Phone: _____

SIGNATURE

DATE

OFFICE USE ONLY

PURCHASE
REQUEST # _____

OPEN PO # _____

REMIT PAYMENT TO:

CANDY CAMELOT
SUSD FOOD SERVICE ACCOUNTANT
2238 E. GINTER ROAD
TUCSON, AZ 85706

**SUNNYSIDE UNIFIED SCHOOL DISTRICT NO. 12 – CATERING DEPARTMENT
(520) 545-2139 OR (520) 343-3563**

DATE RECEIVED IN FS OFFICE

NOTICE: All requests need to be made at least 10 (ten) working days in advance. For larger events, please allow 2-3 weeks notice. **PLEASE FILL OUT THE ENTIRE FORM & SIGN.** If you need help filling out this form, please call the Food Service Catering office at (520) 545-2139 or (520) 343-3563. Thank you.