

# FOOD SERVICE DEPARTMENT CATERING ORDER FORM

(Please give this completed form to kitchen office in your school)

Contact Person \_\_\_\_\_

Bldg. Name \_\_\_\_\_

Dept. \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_



Date Needed: \_\_\_\_\_

Time Needed: \_\_\_\_\_ a.m/p.m.

School \_\_\_\_\_

Room # \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Accounting Code \_\_\_\_\_

or

Activity Account Code to be charged: \_\_\_\_\_

Required Information

Approval Signature \_\_\_\_\_

Amount to be charged: \$ \_\_\_\_\_ Completed by \_\_\_\_\_  
(Cook Manager)

**Recommended pickup time is between 8:30 a.m. to 2:00 p.m. when school is in session.**

## Workshop and Meetings Menu

Coffee - price includes paper cups, napkins, liquid cream & sugar

55 cup urn	\$35.00	_____ regular	_____ decaf	_____ gourmet	\$40.00
36 cup urn	30.00	_____ regular	_____ decaf	_____ gourmet	\$35.00
18 cup urn	19.00	_____ regular	_____ decaf	_____ gourmet	\$22.00
10 cup thermo pot	8.00	_____ regular	_____ decaf	_____ gourmet	\$11.00

Tea - hot water, paper cups cream & sugar \_\_\_\_\_ .50/bag

Punch - per gal. 32/4 oz. servings \$18.50/gal. \_\_\_\_\_

Bottled Water

16.9 oz.	\$1.00	_____
10 oz.	.50	_____

Juice, 4 oz. ctn.	.45	_____
Pop - can	.75	_____
Milk - ctn.	.50	_____
Cookies - each	.75	_____
Bars - each	.85	_____



Sheet Cake - 18 x 26  
\$ 30.00

Fruit Tray (includes dip)

Small	\$ 50.00	_____
(tray serves 12 to 15)		
Medium	\$ 70.00	_____
(tray serves 25 to 30)		

Veggie tray (includes dip)

Small	\$ 45.00	_____
(tray serves 12 to 15)		
Medium	\$ 55.00	_____
(tray serves 25 to 30)		

Cheese & Cracker Tray

\$ 50.00 \_\_\_\_\_ (tray serves 12 to 15)

**-over-**

**Breakfast Menu**



Juice, 4 oz. carton	.45	_____ apple	_____ orange	_____ grape	
Carmel Rolls	1.25	_____ each	_____ dozen	\$ 12.00	(School Made)
Cinnamon Rolls	.85	_____ each	_____ dozen	\$10.00	(School Made)
Muffins - small	1.00	_____ each	_____ dozen	\$10.00	(individually wrapped)
Large	1.50	_____ each	_____ dozen	\$15.00	(individually wrapped)
Danish	1.50	_____ each	_____ dozen	\$15.00	(individually wrapped)
Donuts	1.00	_____ each	_____ dozen	\$10.00	(individually wrapped)
Bagels/Cream Cheese	1.50	_____ each	_____ dozen	\$15.00	with cream cheese
Bagels	1.25	_____ each	_____ dozen	\$10.00	
Cream Cheese	.35	_____ each			

**Lunch Menu**

Box lunch - sandwich, 2 sides and beverage	\$8.00	_____ Box
Buffet lunch - sandwich & 2 sides	\$9.00	_____ Lunch
Additional sides - check below	.75	_____ Each



**Choice of Sandwiches:**

- Chicken Salad \_\_\_\_\_
- Egg Salad \_\_\_\_\_
- Ham & Cheese \_\_\_\_\_
- Stacked Ham \_\_\_\_\_
- Stacked Turkey \_\_\_\_\_
- Sub - cold meat & cheese \_\_\_\_\_
- Tuna Salad \_\_\_\_\_
- Veggie & Cheese \_\_\_\_\_

**Bread Choices:**

- School Made Bun \_\_\_\_\_
- Pita \_\_\_\_\_
- Whole Wheat Hoagie \_\_\_\_\_
- Whole Wheat Bread \_\_\_\_\_

**Choice of sides:**

- |                            |  |
|----------------------------|--|
| Fresh Fruit _____          | Potato Chips/Corn Chips/Pretzels _____ |
| Baby Carrots _____         | Granola Bar _____                      |
| Potato Salad _____         | Cookie _____                           |
| Coleslaw _____             | Bar _____                              |
| Pasta Salad _____          | Yogurt cup _____                       |
| Carrot/Celery Sticks _____ |  |



**For additional menu ideas or suggestions,  
please contact the District Food Service Office.  
We would be happy to assist you.**

**Thank you for using Bloomington Schools Food Service  
for your special catering needs.**