

## **Catered Events/ Additional Services Procedures**

### **Site/ Department procedures for Catered Events**

1. Site/Department completes Request for additional services, provides account with object 5750 with available funds and send to Food Services- Nancy Ingram via fax 510.233.1805 or email ningram@wccusd.net
2. Site will receive confirmation and estimate within 72 hours via email .
3. After event has been completed invoice will be sent via email.
4. Site confirms;
  1. Account Code
  2. Available budget to cover invoice cost
  3. Approval signature
  4. Send to Food Service Accounting- Megan Falk/ mfalk@wccusd.net

### ***Internal Billing Only***

#### **Procedures for catered events and Additional Services**

1. Food Services receives request of service, Nancy Ingram will send estimate and confirmation with in 72 hours to site via email provided.
2. Once event has taken place an Invoice will be sent to the email provided.
3. Food Service Accounting- Megan Falk will journal event to fund 13 object 5750 once invoice is received with approved for billing signature and accurate account code with available budget.