

WCCUSD FOOD SERVICES DEPARTMENT

REQUEST FOR ADDITIONAL SERVICES

750 Bissell Avenue
 Richmond, CA 94801
 510-307-4580 x25407 * 510-233-1805 FAX

<u>Internal Use Only</u>
Received
Confirmed
Invoice

Please submit your request two weeks in advance of the event to Nancy Ingram by email ningram@WCCUSD.net or fax 510-233-1805. Confirmation Invoice will be sent via e-mail provided. Thank you

Department/School: _____ **Date:** _____

Requested By: _____ **Contact #:** _____

Approved for Billing By: _____ **Email:** _____

Munis Account for Billing: _____

Note: Please provide account with object 5750 and available budget.

	Breakfast	Lunch	Other
Date of Service			
No. of Meals			
Service			
Delivery/Set-up Location/Time <small>*Delivery charge \$35.00</small>			
Pick-up Location/Time			