

Nottoway County Public Schools
Catered Food Service Agreement
(Revised 1-2008)

The following is an agreement between the food service department of _____
School and _____ for _____.

The (**breakfast/lunch/dinner/snack**) to be served is for the date of _____
at _____ located at _____. There will
be approximately _____ people attending. Budget amount (if applicable)_____.

The menu is as follows:

Once the event is complete, an invoice will be issued with food costs and labor costs of the food service staff used (labor will be charged if after school hours). On occasion, there will be overtime that must be requested in advance. Upon receipt of the invoice, immediate payment is requested. After regular food service work hours? Yes _____ No _____
Estimated hours needed _____ OT? Yes _____ No _____

(If yes, an overtime preauthorization sheet must be completed with this contract.)

Thank you for your business.

Food Service Manager/Phone Number

Customer Name & Signature/Phone Number

Date

Authorized by Charlyn Pierce