St Francis Xavier College CATERING REQUEST FORM 2018

|  |  |  |  |
| --- | --- | --- | --- |
| Order No.  (office use only) |  | Total numbers |  |
| Function Date |  | Function Day |  |
| Purpose/name of function |  | Venue |  |
| Start time |  | End time |  |
| GL Code |  | Requested by | Dearne Bassett |
| Set up only |  | Set up & serve |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Morning Tea |  | Time |  |
| Cost Per Person  (office use only) |  |
| Total Cost  (office use only) |  |
| Lunch |  | Time |  |
| Cost Per Person  (office use only) |  |
| Total Cost  (office use only) |  |
| Afternoon Tea |  | Time |  |
| Cost Per Person  (office use only) |  |
| Total Cost  (office use only) |  |
| Other (BBQ, Dinner, Breakfast) |  | Time |  |
| Cost Per Person  (office use only) |  |
| Total Cost  (office use only) |  |
|  |  | GRAND TOTAL COST |  |

|  |  |
| --- | --- |
| Dietary Requirements |  |
| Equipment/Special Requests |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Authorisation | HOD/Manager | Dearne Bassett | Date |  |