



**ALDINE INDEPENDENT SCHOOL DISTRICT
CHILD NUTRITION SERVICES**

CATERING QUOTE/ EVENT ORDER FORM

***PLEASE ALLOW TEN [10] WORKING DAYS FOR ALL FOOD REQUESTS!**

Date: _____

Campus: _____ Requested By: _____

Type of Event: _____ Number of People to be served: _____

Name of Department/Organization: _____

Bill To: _____

Date of Event: _____ Time: _____

Location of Event: _____

Contact Person: _____ Contact Telephone: _____

E-mail: _____

IRQ#: _____ ** (Please follow the process for submitting IRQ#) **

MENU/ITEM REQUESTED	QUANTITY REQUESTED

**PLEASE SCAN TO LENNIA @ LEHolder@aldineisd.org.
WHEN REQUESTING A QUOTE OR SUBMITTING A REQUEST**

Signature of Person Submitting Request

**Lennia Holder, Catering Supervisor
Telephone: 281-985-6463
FAX: 281-449-1966**

CN Catering



New Payment Process when Requesting Catering Services

- Bookkeeper contacts CN for Quote
- Catering sends Quote to Bookkeeper
- Bookkeeper creates an IRQ Document and emails Quote and IRQ # to ABS Department and Catering
- ABS department approves IRQ Document. (Funds encumbered at this point)
- **Upon Receipt of IRQ#** - Catering provides Service and Invoice
- Bookkeeper forwards the approved Invoice to ABS department who will pay the IRQ document through an IET document