

**FOOD SERVICE DEPARTMENT  
Special Catering Requests**

Please submit your special request or custom order by email to: [mclaughlin@buffaloschools.org](mailto:mclaughlin@buffaloschools.org)  
cc: [FScatering@buffaloschools.org](mailto:FScatering@buffaloschools.org). Once the request is completed, signed and approved by the Director  
the form would be emailed back to you to attach to the MUNIS requisition. Please submit the special  
catering request prior to submitting Munis requisition and at least a month in advance.  
Call 816-3688 if you need assistance.

School Name/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Date of Function: \_\_\_\_\_ No. of People: \_\_\_\_\_

Delivery Time: \_\_\_\_\_ Tax Exempt \_\_\_\_ Yes \_\_\_\_ No

Address/Location: \_\_\_\_\_ Room No./Floor: \_\_\_\_\_

**Catering Menu Items:**

<u>Quantity</u>	<u>Item Description</u>	<u>Price*</u>
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

*\*Pricing will be determined by Food Service Department.*

Pick Up/Clean Up Time: \_\_\_\_\_

Special  
Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Billing Information:

\_\_\_\_\_

FSD Approval: \_\_\_\_\_ Date: \_\_\_\_\_