

2019-2020
Food Service Purchase Order Request
Dover-Eyota Public School District 533

CATERING SERVICES PROVIDED BY
Market Place Catering
Dover-Eyota Food and Nutrition Department
Carrie Frank, 585-8242
E-mail address: carriefrank@deschools.org

Today's Date: _____

____ Activity Account Name _____ Account # _____

____ District Account Name _____ Account # _____

Signature of person making request

Principal/Supervisor Signature

Student Signature – Required when using Student
Activity Accounts

Purchase Order Total: \$ _____

Date Needed: _____ Time: _____ Contact Name _____ Phone# _____

Pick-Up HS _____ Pick-Up Elem _____ Additional Services Needed _____

Please fill out the top portion of this Purchase Order Request along with your request located on the back of this form and return to Carrie Frank at the Food and Nutrition Department.



Office Use Only:			
Invoice _____yes _____no	Completed By: _____	Cross Account Transfer _____yes	
Payment Included _____yes	Confirmed By: _____	Date: _____	By: _____

**Food Service Purchase Order Requests are due two weeks in advanced of date needed
Prices subject to change**

