

PROCEDURE - TRUSD Catering Request

Go to http://www.twinriversusd.org/depts/files/141/Admin_Catering_Request.xls.

Attach explanation and supporting documentation to completed catering request/invoice form.

If this is a categorical funding, the following must be submitted with the catering request/Invoice:

- Assurance form
- Parent participation (only if there is parent participation)
- Targeted students list

1. GCC Clerk 1 review documents.

If approved; submit to GCC Fiscal Analyst

If denied; return to principal with explanation and principal will notify employee.

2. Fiscal Analyst review documents.

If approved, submit to Chief Business Official (CBO) or Director of Categorical Programs.

If denied; return to GCC Clerk 1.

3. If categorical funding Director of Categorical Programs will approve or deny

If approved, submit to Chief Business Official (CBO)

If denied Director of Categorical Programs will review with Principal or Designee..

4. CBO reviews for fiscal soundness.

If approved, GCC Clerk 1 submits to TRUSD Nutrition Services and cc: Principal.

If denied, CBO return to principal with explanation.

Request for Payment

1. GCC Principal signs TRUSD catering invoice and attaches the following:

- Nutrition Services Catering Request/Invoice
- Agenda
- Sign in sheet

2. GCC Clerk 1 review documents.

If approved; submit to GCC Fiscal Analyst

If denied; return to principal with explanation and principal will notify employee.

3. Fiscal Analyst review documents.

If approved, submit to Chief Business Official (CBO).

If denied; return to GCC Clerk 1.

4. CBO reviews for fiscal soundness.

If approved, GCC Clerk 1 submits to TRUSD Purchasing.

If denied, CBO return to principal with explanation.