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CAMPUS CATERING PROTOCOL  
(NSD-W028)  
Sacramento City Unified School District

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**1.0 SCOPE:**

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- 5.6 Following a catered event, the Campus Catering staff recovers utensils, equipment and food refuse.
- 5.7 Departments (or individuals) requesting catering services are invoiced for services rendered.
- 5.8 Reimbursements (fund transfers via budget code and cash payments) are documented through communication between the Accounting Department, the Serna Bistro, and the Nutrition Services Director.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Campus Catering Pamphlet
- 6.2 Catering Request Forms
- 6.3 Catering Invoices

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Campus Catering Request Forms	Nutrition Services	1 year	Discard as desired	Limited to Nutrition Services personnel
Campus Catering Invoices	Nutrition Services	1 year	Discard as desired	Limited to Nutrition Services personnel

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/13/2008	A	Initial Release

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