

Title I Parent Involvement Food Request Sheet

This form **MUST** accompany a completed Parent and Family Engagement Planning Sheet

School Name: _____ Purchase Coordinator: _____

Event Title: _____ Location: _____

Date: _____ Time: Begin _____ End _____

of people attending: _____ Bookkeeper: _____ ext. _____

****Funds paid out of pocket cannot be reimbursed**

Refreshment Planning: Choose one below:

I plan to serve refreshments

My meeting is two hours or less - \$2.00 per person allowable budget

My event is two hours or more - \$3.00 per person allowable budget

I plan to serve a healthy meal

Vendor Information

I plan to use Nutrition Services.

I plan to use a Bid Vendor

Name of Vendor: _____

****Please Note****

No restaurants can be used.

***Only Nutrition Services and Bid Vendors
(Example: Kroger & Value Market)***

No meals can be served. Only refreshments.

Title I Parent Involvement Food Request Sheet

No consumable 0610 items allowed using Parent Involvement funds. These items include (plates, napkins, cutlery, etc.)

By signing, I acknowledge the request to use funds from code 310xx:

Principal Signature: _____ Date: _____

Bookkeeper Signature: _____ Date: _____

Title I Signature: _____ Date: _____

Please complete and submit to JCPS.PFE-Forms@jefferson.kyschools.us

Once you receive approval, attach approval email to requisition in MUNIS.

If you have any questions, please contact Chrystal Hawkins at 502-485-6285 or Karen Moore at 502-485-6605