



Food Services Department

**Request For Field Trip Lunches  
(Order three weeks in advance)**

**TO: Food Service Manager**

School \_\_\_\_\_ Date Ordered \_\_\_\_\_

Ordered by \_\_\_\_\_ Class \_\_\_\_\_

Date Needed \_\_\_\_\_ Day of Week \_\_\_\_\_

Pick Up Time \_\_\_\_\_

**Lunches**

# of Free \_\_\_\_\_

# of Reduced \_\_\_\_\_

# of Paid \_\_\_\_\_

x \$3.00 (ELEM) = \_\_\_\_\_

# of Adult \_\_\_\_\_

x \$3.25 (Mid/High) = \_\_\_\_\_

x \$3.75 (Adult) = \_\_\_\_\_

**Total Lunches** \_\_\_\_\_

**Cash for Lunches** \_\_\_\_\_

**Extra Milk**

# of Student Milk \_\_\_\_\_

x \$.50 = \_\_\_\_\_

# of Adult Milk \_\_\_\_\_

x \$.50 = \_\_\_\_\_

**Cash for Milk** \_\_\_\_\_

**Total Cash Due** \_\_\_\_\_

\*Lunches Picked Up By \_\_\_\_\_ Date \_\_\_\_\_

\* We prefer for each student to come thru the lunch line to pay for their own meal.

**Reminder:**

- \* Payment must be made when lunches are picked up.
- \* Adults may also purchase a water, juice or an additional milk.
- \* Cancellations may be made up to 24 hours before the field trip.