



WILLMAR PUBLIC SCHOOLS Special Function Request

Willmar Public Schools (ISD 347) – Food and Nutrition Services

Today's Date: _____

To: _____

From: _____

Date of Event: _____

Name of the Event: _____

Event Sponsor: _____

Food and Supply Order (Include Number of Participants): _____

Supervisor Signature: _____

Bill to UFARS Cost Code: _____

****Form must be signed and have an expense code provided prior to submission to the Food Service Department****

***** Request received without a signature and an expense code will not be processed*****

Department Use Only:

Cost of the Function: _____

Credit to Food Service UFARS Code: R 02 005 770 081 707 608

____ Sysco Invoice Include (Focus House requests are treated as a transaction, not as a transfer)

Thank you for using Willmar Public Schools Food Service Department for your Special Function needs!