

Field Trip Lunch Request
WPUSD - Food Service Department

TEACHER PROCEDURE - 5 or more working days prior to the date of your field trip: Distribute two copies of this form to your Site Cafeteria Cashier and keep one copy for your records. To avoid any complications, please **do not** fax this form to the Central Kitchen. Thank You!

Please circle the name of your school:

GEMS / COES / CCC / FSS / TBE / SES / FRE / TBMS / LCE / LHS / PHS

Teacher Name: _____ **Contact Phone #:** _____

Field Trip Date: _____ **Departure Time:** _____

Destination of Field Trip: _____

The following students have ordered sack lunches (per Field trip permission slip signed by parent). Students and adults requesting sack lunches must personally check in with the site cashier the morning of the field trip. Reduced (.40) and Full Paying (\$3.00 K-8th, \$3.25 9th-12) students may pay at the time of check-in or have their personal account debited. Adult sack lunches are \$3.50 and payment is due at the time of check-in. It is recommended that a teacher or a parent helper bring students listed on the field trip lunch request as a group for ease of processing. Please coordinate check-in with your site cafeteria cashier for efficient processing of students.

<u>Meal Pin #</u>	<u>Students first and last name</u>
1. ()	_____
2. ()	_____
3. ()	_____
4. ()	_____
5. ()	_____
6. ()	_____
7. ()	_____
8. ()	_____
9. ()	_____
10.()	_____
11.()	_____
12.()	_____
13.()	_____
14.()	_____
15.()	_____
16.()	_____
17.()	_____
18.()	_____
19.()	_____
20.()	_____

For Food Service use only
Date request received: / /