



**Weston Public Schools**  
**Catering Invoicing**

Finance and Operations Office  
89 Wellesley Street  
Weston, MA 02493

<b>Procedure:</b>	Catering Invoicing	<b>Revised Date:</b>	May, 2012
<b>Policy:</b> Record Keeping – maintain accurate and auditable record of all financial transactions.			
The purpose of the Catering Invoice Form is to provide final billing detail of catering services rendered.			
<b>Completed By:</b>	Food Service Bookkeeper	<b>Reviewed By:</b>	Food Service Director
<b>Approved By:</b>	Individual Receiving Services	<b>Entered By:</b>	Business Office Bookkeeper
<b>Form Title:</b>	Catering Invoice	<b>Estimated Time Frame:</b>	Within 30 days of function
<b>Process for Completion:</b>			
<p>Catering by the Food Service Department is an important source of revenue to the district.</p> <p>Failure to collect the fees in a timely manner, negatively impact the fund balance.</p> <p>The Catering Invoice process is outlined to ensure timely payment of invoices.</p> <p>The Food Service Bookkeeper is responsible for:</p> <ul style="list-style-type: none"><li>• All invoices are reviewed for accuracy;</li><li>• Event Planners are e-mailed a PDF invoice within 3 days of the completed event; and</li><li>• Payments are received and processed within a timely manner (within 30 days of the completed event).</li></ul> <p>Billing concerns should be directed to the Food Service Bookkeeper in a timely manner.</p> <p>Any individual / department with an outstanding balance on a prior catering event will not be approved until all balances are paid in full.</p>			
<b>For additional information, please contact:</b>			
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<b>External URL:</b>	www.westonschools.org		
<b>Weston School Committee Policy:</b>	Revenue from Nontax Sources, DF		