



Café Vista Catering Request and Invoice

3939 Thirteenth Street • Riverside, CA 92502 • Phone (951) 826-6640 • FAX [951] 826-6978

Catering services are provided for groups of ten or more. If you have less than ten attendees, special arrangements will need to be made. Submit complete and signed form no later than five business days prior to event date, along with a copy of the meeting agenda, flyer, sign-in sheet, or an e-mailed copy of the meeting notification. **Final count and catering form must be received three days prior to event to ensure service. Order cannot be confirmed or provided without funding information and signature.** Payment must be made before or on the day of the event from outside agencies by check, credit card, or cash. If you have any questions, please contact Café Vista at (951) 826-6640.

Event Information:

Date of Event:	_____	Time of Event:	_____
Meeting Name:	_____		
Number of People Attending:	_____	Room Location:	_____
Set-up Time:	_____	Pick-up Time:	_____
Special Instructions:	_____		Food Set-up Location: <input type="checkbox"/> Inside <input type="checkbox"/> Outside
	_____		Other: _____

Catering Services Selection(s)	CAFÉ VISTA USE ONLY			
	Quantity	Unit	Price	Cost
				-
				-
				-
				-
Subtotal				-
Other				
Sales Tax				-
Total				-

Note: Meal reimbursement is allowed for internal in-service activities/training sessions with division head prior approval. For staff planning sessions which includes a meal, the Superintendent's prior approval is required.

Billing Information: ☐ RCOE Internal

Contact Name: _____ Phone: _____ Cell: _____ Fax: _____
Division: _____ Department: _____

Fund	School	Resource	Year	Goal	Function	Object	%	Total Price

Billing Information: ☐ External Agencies

Contact Name: _____ Phone: _____ Cell: _____ Fax: _____
Agency Name: _____ Department: _____
Address/Site: _____ Billing: ☐ Credit Card ☐ Cash ☐ Check

If paying by Credit Card, please call Café Vista at (951) 826-6640 on or before your event date with the Card No., Expiration Date, and Security Code.
Payment must be made before or on the day of the event from outside agencies by check, credit card, or cash.

Signature: _____
Division Head/Designee Date
Approved by: _____
Food Services Supervisor Date