

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
ORDERS FOR FOOD AND SERVICES FROM CULINARY AND BAKING PROGRAMS**

Requests are accepted from Northampton, Saucon Valley and Bethlehem Area School District Residents Only

STEP 1 – REQUESTOR

DATE OF ORDER _____

NAME: _____

EVENT NAME: _____

ADDRESS: _____

PHONE # _____

E-MAIL _____

DATE AND TIME ORDER IS NEEDED: _____

_____ BAKING _____ CULINARY _____ FOR PICK-UP _____ INCLUDES SET-UP AND/OR SERVICE

BRIEFLY DESCRIBE REQUEST: (You will be contacted by the teacher or shop representative for details)

BILLING TYPE (BUSINESS OFFICE USE ONLY)

_____ (A) - BAVTS INTERNAL. EXPENSE TO BE CHARGED TO SHOP OR PROGRAM BUDGET.

SHOP/PROGRAM NAME _____

_____ (B) - ORGANIZATION, PRE-APPROVED FOR BILLING. PAYMENT DUE WITHIN 30 DAYS OF BILL DATE.

_____ (C) - INDIVIDUAL OR OTHER ORGANIZATION. PAYMENT REQUIRED BEFORE ORDER IS PREPARED.

STEP 2 – INSTRUCTOR

CULINARY COST _____

ORDER ACCEPTED – INSTRUCTOR’S INITIALS _____ DATE _____

BAKING COST _____

(Business Office will add labor costs, if applicable, and overhead to cost. Overhead is calculated at 15% of cost of materials and labor for the 1st \$100 and 10% of costs in excess of \$100, minimum charge of \$5)

ORDER REJECTED – REASON _____

STEP 3 – BUSINESS OFFICE

PAYMENT RECEIVED _____

BUDGET CODE _____

APPROVAL _____

DATE _____

STEP 4 – INSTRUCTOR

ORDER COMPLETED ON: _____