

## Lake Superior College Cafeteria Catering Procedures

Attach the [“Special Expense Form”](#)

<http://www.lsc.edu/BusinessServices/pdf/SpecialExpenseReqInfo.pdf>

to your [“Food Service Request Form”](#)

<http://www.lsc.edu/CafeteriaMenu/catering/forms/FoodServiceReqForm.pdf>

after your dean or vice president has signed it. Submit the forms ***in person*** to MaryLee Dinehart or Catherine Carlson in the kitchen between the hours of 8 a.m. and 2 p.m.

***No telephone, e-mail, or mailbox orders will be accepted.***

The only item that you may return for credit is bottled soda/water. In order for credit to be given, these items must remain under lock and key until the kitchen staff has counted them. Prices do not include tax.

Special requests are welcome, and we will make every effort to comply. Items may not be borrowed from the kitchen, but Catherine Carlson will help you if you want to purchase items for your department, e.g., water pitchers, coffee carafes, etc.

An additional fee will be assessed on a per order basis for any services requested for evenings or weekends. The norm for this fee is thirty percent of price (to exclude tax and beverage.)

Thank you for using the LSC Catering Department.