



GAINESVILLE INDEPENDENT SCHOOL DISTRICT

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10/19/12

Student Event Meal Requisition Instructions

On your requisitions for meals, please enter the following information.

Top Section

- Shipping Addr: Central Receiving
- Sort Key/Vendor Name: VISA
- Reason: (Your Sport/Meals)
- Campus/Dept: 001 or 041 (on the right of screen)
- Order For: (Your Sport) ex. Volleyball (on the left side of screen)

Middle Section (enter each meal date on a new line item)

1. (Catalog Nbr) date & City (ex. 10/19/12 Krum)
2. (Description) Meals @ name of restaurant (best guess) ex. Meals @ Subway
3. (Unit of Issue) EA
4. (Unit Price) cost per meal (breakfast \$3, lunch \$5, supper \$6)
coaches & adults same amount when traveling with students
5. (Qty) # meals
6. (Long Description) a section to enter more information if needed

Things to remember

- Receipt must be **itemized**, not just a total amount. (ask for this before you order)
- When turning in receipt, please attach it to a copy of your purchase order.
- Email a roster of each sport to the business office to begin with, then after you know who did not go/eat then email the roster and just mark through the name/s of the one/s that did not eat or add names if needed. This way the quantity will match the number of meals on the receipt.
- Remember that you have only a set amount approved to spend on each date and your amount should not go over on each date or the total of the purchase order.

