

PROCEDURES FOR ORDERING THROUGH ARAMARK

Title I Parent Liaison/Contact

- Must make plans 3 weeks prior to the event.
- Go to Aramark website to look up food items/prices
www.lisd.catertrax.com
- Give the itemized food list to the school secretary

School Secretary

- Create requisition for Aramark food order
Aramark Special Service Event (Vendor)
- Create a line for each food item
- In the Justification column, please explain/describe what food is being used for with Title I funding (Parent meeting)
- Once requisition has been converted to a PO (purchase order), please give the PO # to the Title I Parent Liaison/Contact

Title I Parent Liaison/Contact

- Place your food order online through Catertrax 2 weeks prior to event www.lisd.catertrax.com
- You **must** put the PO # (purchase order) on the food order
- Catertrax will send you a confirmation email once you place your order
- Print order confirmation and give a copy to the school secretary
- Please collect signatures from everyone attending the event and make a copy for the school secretary

School Secretary

- You will receive an invoice from Aramark for the food order
- Attach the invoice to the requisition and a list of the attendees and send to accounts payable. Please refer to In-District Meals and Refreshments memo/procedures.