

Catering Order Form



1. Refer to the **Healthy Catering Policy** (QC doc_201) and the **Healthy Catering Tool Kit** (QC doc_408) before ordering any catering. VACCHO preferred caterers are to be used (wherever practical).
2. Complete the **Catering Order Form** (QC doc_384) below and email it to catering@vaccho.org.au for a quote
3. Upon receiving the quote, send to manager for approval, raise a purchase order (PO) in NAV
4. Send the PO number to catering to forward to caterer with confirmation of order and request for invoice.
5. Catering will send you invoice to attach to your PO in NAV

Please submit the Catering Order Form at least two full days before your event.

STAFF DETAILS		
Name:	Manager's Name:	
Program/Code:	Purchase Order Number:	
CATERING DETAILS		
Invoice Number:		
Caterer Name:	Phone Number:	
DELIVERY INFORMATION		
Delivery Address (if not VACCHO):	Delivery Date:	Delivery Time:
Room Booking:		
VACCHO'S HEALTHY CATERING GUIDELINES		
Please refer to VACCHO's Healthy Catering Guidelines and ensure that you are adhering to our preferred cooking methods and ingredients.		
DESCRIPTION OF CATERING		
Write description of food & drinks / catering order here		Number of people to cater for Gluten free: Vegetarian: Other: Total:
QUOTE TOTAL	\$.	

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