



# Poudre School District

## FUTURE READY FOOD & BEVERAGE - BILLING FORM

Welcome to the Future Ready Center. We are happy to provide light refreshments for your event/meeting. Coffee/tea and granola/breakfast bars are provided in the morning. One cold soda/sparkling water per attendee and popcorn are provided for afternoon and evening events. Refreshments are \$2.00 per person. Please fill out the information below.

### BILLING INFORMATION

Name of Employee/Department Hosting Event/Meeting: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

### CHECK WHICH REFRESHMENTS YOU WOULD LIKE PROVIDED FOR EACH PARTICIPANT

Morning Refreshments, \$2.00/attendee

Afternoon/Evening Refreshments, \$2.00/attendee

Both Morning & Afternoon, \$4.00/attendee

Number of attendees x Refreshment Charge \_\_\_\_\_

Total amount due: \_\_\_\_\_

Department to be billed: \_\_\_\_\_

Having read the above, I acknowledge that by signing below, that I will abide by the terms and conditions listed above.

Employee Hosting Event: \_\_\_\_\_ Date \_\_\_\_\_

C&I Office Manager: \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use Only*

Budget Code to be billed: \_\_\_\_\_ Date \_\_\_\_\_