



**Washington School PTO
Pizza Lunch Program
2nd Half of Year**

Pizza Lunch Ordering Instructions

As previously communicated, our pizza lunch ordering process will occur on a semi-annual basis thru the Paperless PTO website. Orders are now being taken for February thru June. You still must place an order for the second half of the year even if you ordered for the first half of the year. The deadline to order for the second half of the year is **Monday, January 30th, 2012**. There will be *No Exceptions* on late orders and once an order is submitted it cannot be cancelled.

Please visit <http://www.wyckoffpto.org/was> and click on My Account to log into your existing Paperless PTO account. Click on For Sale and then Pizza Lunch Payment Deadline drop down. Choose from the options of Washington School Pizza Lunch 2 slices on Tuesdays or Washington School Pizza Lunch 1 slice on Tuesday option. Follow instructions and be sure to receive a payment confirmation. Credit card payments are encouraged and expedite the ordering process. If you must pay by check please print out the order page and staple the check to the order page. Send in check and order to school with your payment made out to Washington School PTO. Envelopes are not necessary. You may pay for multiple children on one check. Once your payment is received you will receive a payment confirmation from the Paperless PTO. For check payments, if you do not receive a confirmation your order has not been processed. In addition, if payments are not received by January 27th, 2012 your pizza order will be cancelled. A snack and fruit option will also be offered on the Simply Gourmet Menu at an additional cost. See Simply Gourmet website www.simplygourmetlunches.com to place a snack or fruit order.

If you do not have online capability, please contact us and we will make other arrangements for you. If you should have any problems or questions please contact me or Gwen Marquardt.

Thank you,

Lauren Keith laurenkeith@optonline.net or 201.848.1456

Gwen Marquardt gwenmarquardt@optonline.net (Website Ordering Questions)