

Food/Refreshment Request for IUP funded events

- Submit completed request **at least two weeks** in advance of the event to <u>food-service-requests@list.iup.edu</u> or fax to 724-357-3026.
- Include copy of Crimson Catering order form.

Date:						
Requestor Name:						
Department:						
Department Address:						
Telephone:	lephone:Email address:					
SAP Cost Center	Cost CenterFinancial Manager Signature:					
Service requested:	Meal Tickets		Catered Event			
Number to be served:	Breakfast	Lunch	Dinner	Refreshments	-	
Contact person:						
Date of event:	Time of event: Location:			Location:		
				litional sheet if necessary)		
For Accounts Payable						
-	Not Approved		dditional information	n 		

Approved requests will be forwarded to the Office of Housing and Residence Life and copied to Requestor. Requests not approved will be returned to Requestor and copied to ARAmark.