



# Food/Alcohol/Refreshment Request

(complete and file with the Office of Housing and Residence Life, Ruddock Hall, G-37, at least one week in advance of event).

Date \_\_\_\_\_

Bill To: **UNIVERSITY**

**OR** **OTHER (Including Cash)**

Department: \_\_\_\_\_

Department Address: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Telephone: \_\_\_\_\_

SAP Cost Code \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Authorization requested for: Meal Tickets \_\_\_\_\_ Catered Event \_\_\_\_\_

Number to be served: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_ Refreshments \_\_\_\_\_

Contact person: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_ Location: \_\_\_\_\_

Purpose or Reason for Event: \_\_\_\_\_

University Authorized Signature – Please print

Responsible Person for other funding – Please print

(Signature)

(Signature)

Complete only when alcoholic beverages will be served:

Funding Source: \_\_\_\_\_

(Note: University funds **may NOT** be used to purchase alcohol)

Approval: \_\_\_\_\_

Divisional Vice President or President

If alcohol is being requested, on a separate sheet indicate how you plan to control access to alcohol for persons attending the event who are under the legal drinking age.

**NOTE: Formal arrangements must be made with Campus Dining at x5709 or x4580**

**PLEASE DISTRIBUTE**

1. Office of Housing & Residence Life

2. Dining Service

3. Originator