



Indiana University of Pennsylvania

Accounts Payable or Procurement Services

Request for Food Service Reimbursement or Contract

Make check payable to:

Address:

Cost Center:

For Reimbursement Request to Accounts Payable: ATTACH ITEMIZED INVOICE OR ITEMIZED RECEIPT.

For Contract Request to Procurement Services, please list menu options/items:

Meeting Date:

Meeting Start Time:

Meeting End Time:

Business Purpose of Meeting:

List of Attendees:

Approval:

Signature Date