



Food/Refreshment Request for IUP funded events

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

Date: _____

Requestor Name: _____

Department: _____

Department Address: _____

Telephone: _____ Email address: _____

SAP Cost Center _____ Financial 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: _____

Detailed Purpose or Reason for Event: (attach additional sheet if necessary) _____

List of anticipated attendees and their relationship to the University: (attach additional sheet if necessary)

<i>For Accounts Payable use only</i>		
Approved	Not Approved	Returned for additional information
Comments: _____		

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.