



## Food/Refreshment Request for non-IUP funded events

- Submit completed request **at least two weeks** in advance of the event to [food-service-requests@list.iup.edu](mailto:food-service-requests@list.iup.edu), fax 724-357-5762, or hand deliver to Office of Housing and Residence Life, Ruddock Hall, Suite G-37.

Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

Non-IUP Funding Source: \_\_\_\_\_

Request for:	Meal Tickets				
Number to be served:	Breakfast	Lunch	Dinner	Refreshments	
Contact person:	_____				
Date of event:	_____	Time of event:	_____	Location:	_____

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsible Person for other funding – Please print

\_\_\_\_\_  
(Signature)

The Office of Housing and Residents Life will contact the Requestor to arrange for pickup of the meal tickets.