

**CATERING ORDER FORM**  
MINIMUM OF ONE WEEK NOTICE REQUIRED

Send completed request form to **Brian Rant (x2253)**, Administration Building

Fax: 486-4821

\*\*\*\*\*PLEASE NOTE: \*\*\*\*\*

1) Couriers are responsible for drop off of the order only – help with setup may be provided if time and schedule permits but is not guaranteed.

2) For events held on the SPC campus, cleanup and food storage is the responsibility of the department hosting the event. The food service department will be responsible for picking up trays, coffee pots, utensils and cookware after the event.

3) For events held at Beta, all cookware must be brought down to the mail room after the event. The host of the catering event is responsible for trays, utensils, etc.

Requester: _____		Date Request Submitted: _____
Telephone #: _____		Date of Event: _____
Purchase Order # _____		Budget Code: A or F Check one(A=COSER, F=Grant) _____

EVENT INFORMATION	FOOD REQUESTED FOR EVENT
<p><b>Breakfast</b>  <u>(Earliest delivery time is 8 a.m.)</u></p> <p>Day/Date: _____                      # of People: _____                      Event Time: _____                      Delivery Time &amp;                      Bldg. Location/Room: _____</p> <p>Pick Up Time &amp;                      Bldg. Location/Room: _____</p>	<p>Special Requirements:</p>
<p><b>Lunch</b></p> <p>Day/Date: _____                      # of People: _____                      Event Time: _____                      Delivery Time &amp;                      Bldg. Location/Room: _____</p> <p>Pick Up Time &amp;                      Bldg. Location/Room: _____</p>	<p>Special Requirements:</p>
<p><b>Other</b></p> <p>Day/Date: _____                      # of People: _____                      Event Time: _____                      Delivery Time &amp;                      Bldg. Location/Room: _____</p> <p>Pick Up Time &amp; Bldg. Location/Room:</p>	<p>Special Requirements:</p>