



## Request for use of off-campus catering vendor

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Event location \_\_\_\_\_ Date of Event \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Name of Requested Off-campus Caterer \_\_\_\_\_

Off-campus Caterer Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**Please list full menu** (use reverse for additional items if required)

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Price \_\_\_\_\_

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Price \_\_\_\_\_

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Price \_\_\_\_\_

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Price \_\_\_\_\_

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Price \_\_\_\_\_

Item \_\_\_\_\_ Quantity \_\_\_\_\_ Price \_\_\_\_\_

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\*If your organization or department is preparing the food instead of using an off-campus caterer, please list all the food items:

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Vice President for Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_