



## CATERING REQUISITION

### Dietary Services Department

**To book a catering request for a Special Event with a menu & price to suit your needs, please contact the Dietary Manager at extension 4161 for assistance**

<b>Date of Requisition:</b>	<b>Date of Event:</b>
<b>Event Name:</b>	<b>Location:</b>
<b>Time to be delivered:</b>	<b>Expected Attendance:</b>
<b>Contact Person:</b>	<b>Ext. #</b> <b>Phone:</b>
<b>Charge to which account #:</b>	

Please ensure that a copy of your requisition is sent or delivered to the Dietary Services Department.

**ALLERGY ALERT:** Please clearly indicate any allergy considerations below:

We appreciate receiving your order well in advance so that your catering selections receive the proper attention and are delivered on time. Please use the following guidelines:

- 72 hours (3 days) for all catering events
- 10 working days for special catering events of 50 or more
- Please fill out one sheet per day for multi day functions

#### DESCRIPTION OF GOODS REQUIRED AND SPECIAL INSTRUCTIONS

Please refer to Catering Menu located on the intranet for options

**EXTERNAL CATERING REQUESTS** Please include contact name, phone number, and full mailing address:

Requested by: \_\_\_\_\_

[Submit Form](#) [Print Form](#)

Send one copy back to requesting department

**CANCELLATIONS NEED TO BE MADE 7 DAYS PRIOR TO MAJOR EVENTS OR 72 HOURS PRIOR FOR ALL OTHER**