

WESTERN CONNECTICUT STATE UNIVERSITY
STUDENT ORGANIZATION
REQUEST FOR FOOD SERVICES

STUDENT ORGANIZATION FOOD SERVICE POLICY

1. Funds must be budgeted and available before approval will be given.
2. This Request for Food Services form should be submitted at least two weeks in advance of the event.
3. Procedure for requesting food service:
 - a. A representative of the organization should meet with the catering manager to discuss the organizations needs and budget. The catering manager will provide a tentative cost estimate.
 - b. The facility where the event is to take place must be reserved in accordance with University reservations policies.
 - c. This Request for Food Services form must be completed and signed by an authorized signatory of the account and submitted to the Student Activities Fund Manager.
 - d. After the event, Food Service will forward the invoice directly to the Student Activities Fund Manager and a copy will be sent to the student organization. The invoice will be paid ten (10) days after its receipt by the cashier. If the organization has any questions about the invoice, it should be resolved with Food Service during this ten (10) day period.

REQUEST FOR THE EXPENDITURE OF FUNDS FOR FOOD SERVICE

Name of Organization: _____

Requested By: _____

Email Address _____ Phone Number _____

Date of Event: _____

If this is for multiple dates, please enter the dates on the reverse side of this form

Account Number: _____ Estimated Cost: _____

Authorized Signature _____ Date _____

This person must be a signature listed on the signature card

Budget Approval: _____ Date: _____

Payment Approval: _____ Date: _____

**You must list each date on a separate line
do not just indicate every other Monday**

Date of Event	Amount		Payment Approval (SAFM use only)	Declining Balance (SAFM use only)