



Western Connecticut State University
Food Service - Late Submittal Form

NOTE: This form must accompany all Food Service Forms that are not submitted for approval two (2) weeks prior to the start of the contracted services.

Submitting a Food Service Form for approval within two weeks of the event date is a violation of State Policies and Procedures. During State audit reviews, the University has been cited for such violations. Therefore, it is extremely important that all departments submit Food Service Forms for approval prior to the start date of the contract period.

Food Service requests submitted without the necessary 14-day lead time **will** be subject to an additional three percent late fee being added to their invoice.

FOOD SERVICE INFORMATION

Department:

Name of Event:

Event Date(s):

Please explain in detail why The Food Service Form was submitted after the start date:

Please indicate what procedures you have established to help reduce any late submittals in the future:

Date

Dean, Dept. Head or Director (must be a digitally verified signature)