

# Missouri State University Catering Request Form

## Event Information

Dept/Organization \_\_\_\_\_ Phone \_\_\_\_\_

Name of Event \_\_\_\_\_

Building and Room \_\_\_\_\_

Estimated **number** of people: \_\_\_\_\_

Date of your event: \_\_\_\_\_

Room Unlocked by \_\_\_\_\_ (include AM or PM)

Event Starting Time \_\_\_\_\_ Event Ending Time \_\_\_\_\_

**[University Budget]** By initialing you verify that the food services requested are in compliance with the University Fiscal Responsibility Policy <http://www.missouristate.edu/policy/fiscalresponsibility.htm> and that you understand that expenses incurred that are inconsistent with the policy will become your personal responsibility.

## Event Food Information

What is requested serving time? \_\_\_\_\_ Type of Dinnerware: Paper \_\_\_\_\_ China \_\_\_\_\_

Table Linen Color Preference \_\_\_\_\_ Served Meal **or** Buffet? \_\_\_\_\_Buffet Linen Color Preference \_\_\_\_\_ I choose **not** to participate in Bears Share

Please list requested menu (each line holds 100 characters, attach additional sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When do you want Food Service removed? \_\_\_\_\_

(If no time is given, room will be cleaned only after event ending time.)

**All food at events on campus must be catered through Missouri State Catering Services or by a PSU vendor. Any exception has to be approved by the Director of Catering.**

Name of Requestor \_\_\_\_\_

Organization or Department Name \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

## Billing Information

Missouri State University Dept Budget # and Business Purpose (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Off campus organization) Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature (Must be Budget Administrator or Organizational Officer)

Date \_\_\_\_\_

\*Food Service requests need to be made by 10 business days prior, with the final count confirmed at least 3 business days before the event.

\*Please return this form to Event and Meeting Services, Plaster Student Union 302. Retain a photocopy for your records.

