aivorcity Doguicition	/ Purchase Order Number:	

Catering Exemption Request Form for University Department/Organizational Sponsored Events Only

This completed form must be submitted at least 10 business days prior to the event. Submission of this completed form does not mean that your request will be approved. In order to be reimbursed from University Funds, this form must be approved and must be submitted to the Purchasing Office with the request for reimbursement. Reimbursement will not be approved if the form is submitted for approval after the date of the event. Please be sure to complete numbers 1 through 23.

If you would like this to be a <u>BLANKE</u> location/vendor must be the same fo are not yet determined. Insert an app	r all events. Also: insert "Re	curring" in #2; list	t all of the dates i	in #3 or insert "TBD" if they
1. Event Name	-		_	
4. Purpose/Type of Event	5. Buildin	g	6. Room _	
7. Off Campus Location				
8. Estimated Event Attendance		9. Event Ti		End
11. Sponsoring Organization		10. Client Set-Up Time 12. Client Clean-up Time		
13. Contact Name	14. Email Address		15. Pl	none #
This Form Must Be Submit Contact Dining	ted For Food Value Over \$1 g Services for additional info	=	•	
Complete Section below	(describe types of food/quantity & cos	st) and explain re	ason for wanting	g an exemption.
Types of Food/Beverages (list all) For juice, coffee and the approximate value.				et, served meal, soft drinks, ems are not permitted ***
16. Food/Beverage Items	17. Quantity	18. Value		rom (Restaurant / Store Name) from the Restaurant/Store noted
20. Reason:				
*** All Self-Catered Exercises to requesting an exemption submitted. Both ACAC's Director's Off organization/client may need to hire cate portion of the event. If an attendant is not the event may need to be rescheduled or staff is hired in order to approve your rescheduled.	fice and Dining Services must retering attendants (charges applaceded and Dining Services is un moved to another location. If it	sire to self-cater a eview and agree t y) through Dining a able to provide cat is determined tha	t the time the roor that a catering exe Services for the on- ering attendants for at additional clean-	m reservation request form is emption can be granted. The site management of the food or self-catered events in ACAC, -up is needed or if additional
21. University Acct #	Billing Information /	Client Signature	2	
22 Client's Signature	23 Faculty	Advisor Signature,	/Phone #	
	*** Office Use	Only ***		
Date Completed / Received	_ Date Forwarded to Dining for F	Review		
APPROVED YES NO Reason if Denied or Comments:			Date	