

Student Life

Student Organization Sodexo Catering Purchase Request Form

Form must be completed, approved, and presented to Sodexo before the order can be processed.
Orders must be placed **at least 2 weeks in advance**.

Organization _____

Printed Name _____

Name of Event/Activity _____

Date & Time of Event _____

Payment Method: Student Account Cash Check Credit Card

If paying with cash/check/credit card, Sodexo signature required _____

Note: This **Purchase Request** must be attached to a **Student Shoestring Catering Order Form**. Documentation (i.e., email communications with Account information and dollar amount) must be provided if cost-sharing is occurring between other student organizations and/or departments before SLC will authorize catering request.

By signing below, you and or/your student organization is responsible for settling all costs associated with this event with Sodexo. It is your student organization's responsibility to ensure it has the necessary funds to cover this expense.

Student Signature

Date

Student Life Center (SLC) Use Only

Account Name	Mandatory				Optional		Amount
	Fund	Org	Acct	Prog	Actv	Locn	
							\$
							\$
							\$
							\$
						Total	\$

Student Life Signature

Date

Purchase valid only with above signature

