

FOOD SERVICES REQUEST FORM

No Returns on soda/juice or any other item!

NOTICE: All dishes, glassware, serving utensils, trays, coffee pots, water pitchers, etc. used for your catering event will be recorded. You are responsible for ensuring that all items are returned to Food Services after your event as your cost center will be billed for any missing items.

Requested by: _____

Date: _____

Telephone/Extension: _____

Date Needed: _____

Deliver to (area/room): _____

Or will pick-up: _____

Person billed: _____

Code: _____

Address: _____

Number of people: _____

	Quantity	Time Needed/Info		Quantity	Time Needed/Info
Coffee/Tea			Donuts/Rolls		
Soda/Juice			Muffins		
Water/Milk			Cookies		
Food			Bars/Cookies/Cake		