



FOOD REQUISITION

Date of Pick-Up:	Time of Pick-Up:	Who will Pick-Up:

QTY	PRICE Each/pack/case	FOOD/NON-FOOD ITEMS	SUBSTITUTE - OPTIONAL	AMOUNT CHARGED

Describe Purpose/Event:			
Group/Sponsor:		Requestor Signature: _____	
		Title: _____ Date: _____	
APPROVAL:	<input type="checkbox"/> - YES <input type="checkbox"/> - NO <input type="checkbox"/> - YES <input type="checkbox"/> - NO	Business Manager: _____ Date: _____	
		Food Service Manager: _____ Date: _____	
Food Received by:		Charge to Account Number: _____	
		Amount Due: _____	

Please Note: Requisition of food/non-food items ordered must be submitted two (2) weeks prior to pick up date including proper information/approvals. The Requestor is responsible for pick-up and 24 hour prior notice confirmation and/or cancellations.