



Catering Request Order Form

Please fax form to 893-2951 with a **minimum of 48 hours notice.**

Contact Information

Department to be billed:

Organizer:

Phone Number:

Cost Center & GL #:

(cost center and GL # must be provided in order to process request)

Function Information

Date:

Time:

Location:

Number of Guests:

Items Requested:

Any other additional information: