



**Food Purchase Form**

*This form must accompany any request for food purchases over \$249.99 and/or payment requests for any catering service for on-campus events. Please attach the completed form with necessary documentation to the USUAA Financial Request and Record Form.*

*All requests for food purchases exceeding \$249.99 or for catering services must be submitted to the USUAA Administrative Assistant at least 2 weeks before the event.*

All on-campus events with a food cost of more than \$249.99 must be catered by UAA Seawolf Catering. In limited circumstances, a waiver to use another source of catering may be granted. Contact the Contract Manger at 751-7251 for more information.

Please attach a copy of the catering order or contract to this form.

- All catering orders and contracts are considered 'pending' until approved for payment. Students are not authorized to sign catering contracts on behalf of any USUAA committee.
- Any changes made to a catering order or contract requested after this form is submitted must be approved by the USUAA Advisor.

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Please select the type of food:  Breakfast  Lunch  Dinner  Snacks  Beverages

Number of Participants: Students: \_\_\_\_\_ Faculty/Staff\*: \_\_\_\_\_ Community Members: \_\_\_\_\_

\*please attach a separate list with the names of all known UAA faculty and staff attendees

Submitted by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> <b>Academic &amp; Student Affairs</b> | <input type="checkbox"/> <b>Activities</b>     | <input type="checkbox"/> <b>Board of Cultural Awareness</b> | <input type="checkbox"/> <b>Elections</b>           |
| <input type="checkbox"/> <b>Executive</b>                      | <input type="checkbox"/> <b>GSA</b>            | <input type="checkbox"/> <b>Leadership</b>                  | <input type="checkbox"/> <b>Legislative Affairs</b> |
| <input type="checkbox"/> <b>Operations</b>                     | <input type="checkbox"/> <b>Sustainability</b> | <input type="checkbox"/> <b>Travel Board</b>                |   |

If the student responsible for this event and/or the catering aspects of this event is different from the student submitting this form please complete the information below:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date Rep/Non Rep Form Completed: \_\_\_\_\_

Contract Number: \_\_\_\_\_ Date Final Contract Received and Approved: \_\_\_\_\_