

REQUEST FOR FOOD PURCHASE FROM OUTSIDE VENDOR

For On-Campus Events

MUST BE PRE-APPROVED BY ASU DINING SERVICES

This form is to be used for purchases of food for on-campus events not provided by ASU Dining Services/Sodexo. Dining Services must approve this form **before** any purchase is made. If this form is not approved by Dining Services, payment will not be made to the vendor. Complete this form and fax to Dining Services at 972-3797. A copy of this completed form must be attached to any paperwork sent to Procurement Services.

Requisition in Route - Requisition Number: _____

P-Card (Restaurants and/or Catering Services are not allowed on the P-Card.)

Requesting Department: _____ Contact Person: _____

Fund Org Prog: _____ / _____ / _____

Telephone No.: _____ Fax No.: _____

Event Location: _____ Event Date: _____

Purpose of Event: _____

Food Items to be Purchased: _____

Appx. Number of Attendees: _____

Attendee Names: (If all attendees cannot be listed, use the back of this sheet or attach a list)

Special Considerations: _____

Department Head Signature:

Signature

Date: _____

ASU Dining Services: By signing below I agree that Dining Services cannot provide services for this event.

Signature

Date: _____