

# FOOD PURCHASES FOR OFF CAMPUS OFFICIAL FUNCTIONS

**Requisition in Route - Requisition Number:** \_\_\_\_\_

This form is to be used for purchases of food for off campus official functions. This form must be signed by the Vice Chancellor and faxed to Procurement Services at 972-3834.

Requesting Department: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Fund Org Prog: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Purpose of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification as to why this would be a benefit to ASU: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Department Head Signature:

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

## Dean Signature of Approval (if applicable)

\_\_\_\_\_  
Signature Date: \_\_\_\_\_

## Vice Chancellor Signature of Approval

\_\_\_\_\_  
Signature Date: \_\_\_\_\_