**Student Organization Food Request Form**

Three weeks prior to the event, the student organization should research meal/food options using the approved vendor list, obtain a quote, verify funds are included on the semester budget, and reserve a room using the Internal Meetings and Events Form. *Do not place food order until approval is received*. Complete all sections of this form and submit the following documents to the Office of Academic and Career Success at **nrsstudentorgbalt@umaryland.edu****.**

1. Student Organization Food Request Form (this form)
2. EZ Cater Vendor quote
3. Event/meeting flyer or invitation email

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meal/Food Total Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Information**

|  |  |
| --- | --- |
| **Student Organization:** |  |
| **Campus:** | Baltimore or Shady Grove |
| **Requester’s Information**  | **Name:****Email:****Phone #:** |
| **Event Information** | **Name:** **Date:** **Time:** **Location:** |
| **Delivery Information** | **Full Address (city, state, zip):****Delivery Point of Contact** **Name:****Phone Number:****Email:** |
| **Event Description:** **\*Please make sure the event serves a business purpose (i.e. professional development or promoting the org to gain new members)** |  |
| **Food Vendor** | **Name:****Contact Information:** |
| **Expected Number of Attendance and Description (e.g. meeting open to all BSNs, DSO board members only, etc):** |  |
| **Order Details:****Copy and paste or place a screenshot of the desired order** |  |

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Signature of Requester (Required) Date

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OSAS Representative Approval (Date)