**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**](mailto: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

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

OSAS Representative Approval (Date)