

Refreshments Order Request Form

Please note: All orders must be submitted at least 3 business days prior to the event to ensure availability and approval. Please ensure sections 1-4 are completed prior to submission to avoid any delays in processing. Failure to complete the form in its entirety could result in request denial.

Section I: General Information

Requestor First/Last Name	
Email Address	
Delivery Location/Building	
Date and Time of Delivery	

Section II: Event Information

Event/Purpose			
Benefit			
Number of Attendees			
Type of Attendees	Faculty	Faculty & Students/Staff	Other/Guest

****Please note: You will be required to submit a less of attendees (to include title) for a headcount less than 10 people. See section VI on second page.**

Section III: Order Details

Vendor: _____

Quantity	Item Description	Unit Price

Section IV: Payment

Up to Dollar Amount	
Cost Center	
PI Signature	

Section V: Department Verification & Approval

Cost Center Review Completed		Date
DBA Approval		
Order Placed		

Section VI: List of Attendees (If less than 10)

- 1.**
- 2.**
- 3**
- 4.**
- 5.**
- 6.**
- 7.**
- 8.**
- 9.**
- 10.**