



POLYTECHNIC SCHOOL
OF ENGINEERING

OFFICE OF STUDENT ACTIVITIES AND RESOURCE CENTER

CATERING ORDER FORM

This form must be submitted at least two (2) weeks prior to the event.

Forms handed in before 3:00PM will get processed the same day, after 3:00PM the next day.

Sponsoring Group/Dept.			
Event Contact Person	Name:	Email:	
	Phone:	Fax:	

General Event Info: Provide a brief description of the event:	Event Title:		Is this a traditional event? (If YES, since when?) Yes No	
Date: Day of the week (Mon, Tues, etc)			(mm/dd/yy)	
Time of Event: (Actual time of program)	Start:		End:	
Location: (Confirmed by OSARC)				

FOOD/MATERIAL ORDER			
Item	Number of People	Cost Per Person	Total Cost
Special Instructions:			Subtotal:

REQUIRED FOR STUDENT GROUPS ONLY: OSARC (X3800)/GRAD LIFE (X4149)		
<i>I understand that it is my responsibility to notify Lackmann and/or the Office of Student Activities & Resources of any changes.</i>		
Person Completing Form (Print):		Date:
Approval of President/Treasurer:		Date:

FOR OFFICE USE ONLY		
OSARC Approval: (Signature)		Date:
Charge to chartfield:		
Lackmann Approval: (Signature)		Date: