



Food Service Request

All F.S.A. Food service orders for College and Grant funded functions require the following procedures:

- 1. Verification of appropriation availability or verification that grant provides funds for particular function.
- 2. Complete this F.S.A. Food Service order form. Prior to submission of any order to the F.S.A. Food Service the following are required:
 - A. Approval from the Dean/Department Head.
 - B. Final approval from the Vice President and Dean of Administrative Services.

In order to avoid delays, steps 1 and 2A should be completed prior to submission to the Vice President and Dean of Administrative Services for approval. **PLEASE SUBMIT THIS FORM AT LEAST TWO WEEKS PRIOR TO YOUR EVENT DATE.** Be advised that strict adherence to the above procedure is necessary since the F.S.A. Food Service cannot fill orders without proper approval(s) and authorization.

Day: _____ Date: _____ Time of Function: _____

Department/Contact: _____ Contact Phone: _____

Name of Function: _____ Function Location: _____ Number of People: _____

Menu/Beverages

Prices

TOTAL: \$ _____

Billing Notes:
WCC Org. Code: _____ - _____ - _____ Account #: _____

Event Sponsor: _____ Date: _____

Requested By: _____ Date: _____

Approval(s):
Funding Source: (e.g. operating budget, endowment or FSA account) _____

Funding Verified: Yes: No: By: _____

Approved - Dean/Dept. Head: _____ Date: _____

*(Academic Departments require approval of the VP and Dean of Academic Affairs)

Approved - VP and Dean of Academic Affairs: _____ Date: _____

Approved - VP and Dean of Administrative Services: _____ Date: _____