

University of Memphis Libraries Request for Refreshments

The University Libraries will not provide refreshments for meetings of groups that are internal to the organization. This includes committees, task forces, and similar groups that undertake work on behalf of the University Libraries or that provide input into library governance. Refreshments will be considered for special programs or meetings that include attendees from outside the University Libraries. Requests for refreshments must be submitted at least two weeks before the meeting.

Requestor Name: _____ Date: _____

Department: _____ Phone: _____

.....
 Name or Organization or Group: _____

Date of Meeting: _____ Location of Meeting: _____

Purpose of Meeting:

Time of Meeting: _____ Number of Expected Attendees*: _____
 *Please attach a list of expected attendees

Please list below any and all refreshments you would like at your meeting.
 [Go to <http://www.people.memphis.edu/%7Eereslife/tigerdining/catering.html> for catering options and price lists.
 Go to <http://policies.memphis.edu/12a1701.html> for the University policy on Self-Catered and/or Off-Campus Vendors.]

Item Name	Item Cost (\$ per qty.)	Qty. Requesting	Extended Cost	APPROVED?*	
				*To be completed by the Dean	
				Yes	No

Refreshments to be Located: _____ Set-Up Time: _____ Clean-Up Time: _____

Method of Delivery and Return of Refreshments and Equipment: (check one)
 Delivered and Returned by Aramark Catering (Note: There is an additional \$25.00 fee for delivery and pick-up of any order under \$100.00)
 Picked-up and Returned by Library Personnel
 Name of responsible person/department: _____

Account to be charged: _____ University Libraries
 _____ Other: _____ (Specify Name & Account #)

Requestor's Signature _____ Date: _____

Dean's Signature: _____ Date: _____