

Food/Catering Expenditure Request

This form is used to request funding for the purchase of meals or food items for all Law School supported programs, activities, and meetings. Request forms must be submitted ten (10) business days in advance of the event. If your event requires a contract, please submit this form and the contract thirty (30) business days in advance of the event. If you have any questions, please contact Chris Whitehead at cwhitehd@memphis.edu or (901)678-1657.

EVENT TITLE:

DATE OF EVENT:

REQUESTOR NAME:

PHONE:

REQUESTOR EMAIL:

ESTIMATED FOOD BUDGET:

ESTIMATED ATTENDANCE:

PURPOSE:

VENDOR INFORMATION

ARAMARK has a contract with the University of Memphis, which does not allow outside food to be brought on campus except in special situations, which require approval. The link to the form to apply for an exception to this policy can be found at <http://www.memphis.edu/uc/pdfs/application-for-food-exception.pdf>

Violation of this policy, especially if it has not been thoroughly discussed with ARAMARK, could result in contract violation issues. Events with total food value under \$200 are allowed to bring food in from off campus. Requests to bring pizza on campus for large groups will be approved because ARAMARK has given blanket approval.

➤ FOOD VENDOR: _____

➤ Cost of your order:

➤ Payment method:

For reimbursement, please submit itemized receipt(s), an attendee list, along with an executed copy of this form to Chris Whitehead. Please note that receipts must show method of payment (cash, credit card, etc.).

For vendor payments, please submit itemized invoice(s), an attendee list, along with an executed copy of this form to Chris Whitehead.

THE LAW SCHOOL DOES NOT PROVIDE DEPOSITS OF ANY KIND. PLEASE CONTACT CHRIS WHITEHEAD IF YOUR VENDOR IS REQUIRING A DEPOSIT.

REQUESTOR SIGNATURE:

DATE:

ADVISOR NAME:

SIGNATURE:

DATE:

APPROVER NAME:

SIGNATURE:

DATE: