

REQUEST FOR PURCHASE ORDER REFRESHMENTS

There are three steps involved in order to obtain a purchase order for food expenses.

Step 1. Please complete this form and leave it for Van Kasiske. The official purchase order will be put into your mailbox once it has been processed and printed from the system (please allow 2-3 business days).

Step 2. Attached to the purchase order will be a copy of this request form with your purchase order entered. The vendor will keep the purchase order and give you a receipt.

Step 3. Before the vendor can be paid, it is essential that you attach the receipt or invoice to the copy of this request form and return it to the department.

You will be asked to sign the final purchase order as host for this event.

Date: _____ Not to exceed amount: \$ _____

Vendor name: _____

Your name: _____

Please identify where this expense is to be charged:

Lectures & Events Holloway Poetry Series EUA EGA R&C

Working Group (name) _____

Other: _____

Date of event: _____

Type of event (choose one) Reception: light refreshments buffet

Meeting: light refreshments

Meal: breakfast lunch dinner

How many participants _____ (a guest list showing names and titles of everyone attending must be submitted with receipts)

Nature of the occasion or specific purpose of the meeting and participant list:
