

UWSP Food Service Purchase Order

This form authorizes food service and payment and is **NOT a food service contract**.

Submit form & documentation to Food Services before the event and they will forward it to Payment Services with the invoice or the original form & documentation can be submitted directly to Payment Services with the invoice after the event. Keep the pink copy for your records. This form must be received before an invoice for Food Service can be paid.		
Name/Type of Event: (Business Meeting, Conference, Workshop, Student Event, etc.)		
Date(s) of Event:		
Location of Event:		
Time of Event (Include begin and end times):		
Number of Attendees:		
Check all that apply and attach documentation indicated:		
<input type="checkbox"/>	Cost of break/meals included in Participant Registration Fee	<ul style="list-style-type: none"> Attach invitation, announcement, brochure or agenda for event. Attach registration form that shows amount paid per person and items included in fee.
<input type="checkbox"/>	Cost of breaks/meals paid by University (No cost to participants)	<ul style="list-style-type: none"> Attach invitation, announcement, brochure or agenda for event. Attach list of all participants and their affiliation.
<input type="checkbox"/>	Fees Collected/Tickets Sold	<ul style="list-style-type: none"> Attach invitation, announcement, brochure or agenda for event. Attach copy of invitation/announcement/ticket that shows fee paid per person.
<input type="checkbox"/>	Entertainer (<i>Food for entertainer only</i>)	<ul style="list-style-type: none"> Attach invitation, announcement, brochure or agenda for event. Enter Name of Entertainer:
<input type="checkbox"/>	Business Receptions	<ul style="list-style-type: none"> Attach invitation, announcement, brochure or agenda for event. Attach documentation to show purpose of event and list of all participants and their affiliation.
Description of Food Service - Or attach copy of food service contract		
Completed By	Date	Telephone
Department Authorization Signature	Date	Dept (old Account)

Related Policy - Go to: <http://www.uwsa.edu/fadmin/meetguid/appa.htm>