

Request Date

Request Number

Request For Catering Services CSU Sponsored Events

Contracts should be submitted to The CSU Dining Services office in person, email or by fax at (843) 574-3214 as follows:

- a.) At least 2 weeks prior to an event requiring a significant amount of preparation &/or quantity of food.
- b.) At least 1 week prior for meetings & refreshment breaks or other small events with simple beverages & snacks.

Request the following food services be provided by The CSU Catering Services:

Name of Department

Day

Date

Location of Event

Estimated # of Persons

Time

Number of Students

Number of Faculty/Staff

Since this is being charged to a CSU account, complete the following to demonstrate that this expenditure is for a business purpose at Charleston Southern University:

a.) What makes this a reimbursable business expense?

b.) Who is involved in the activity?

Please list services/menu below:

(Menu selections do not need to be listed initially to secure our services for your date. These can be submitted at a later date.)

The above services will be charged to:

Name of School Department

Department Account Number

Name of Authorized Individual Requesting Services

Telephone Number & Department Fax Number