

Request Date \_\_\_\_\_

Request Number \_\_\_\_\_

## Request For Catering Services Citadel Sponsored Events

Commandant of Cadets (For Cadet Events ONLY) Commandants Signature \_\_\_\_\_

Contracts should be submitted to The Citadel Dining Services office in person or by fax at (843) 953-4993 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 Citadel Dining Services:

Name of Department	Day	Date
Location of Event	Estimated # of Persons	Time
	Number of Cadets	Number of Faculty/Staff

Since this is being charged to a Citadel account, complete the following to demonstrate that this expenditure is for a business purpose at The Citadel:

- 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 Citadel Department

\_\_\_\_\_  
Citadel Department Account Number

\_\_\_\_\_  
Name of Officer or Authorized Individual Requesting Services

\_\_\_\_\_  
Telephone Number & Department Fax Number