

Request Date

Request Number

## Boxed Lunch Food Service Request

Box Lunches are in lieu of a cadet meal when cadet activities or meetings take place during a scheduled Mess Hall meal. If faculty/staff members are attending or participating as well, please note The Citadel Department Account Number you would like to charge for their lunches.

Box Lunches include the following: One Deli Style Meat Sandwich, Condiment Packets, Piece Of Fruit, Dessert Item & Cold Canned Soda (Note: Chicken Filet Sandwiches are available upon request). Vegetarian sandwiches may be Peanut Butter & Jelly or Pimento Cheese.

### DIRECTIONS:

1. Fill Out Food Service Request (Must Be 48 Hours In Advance)
2. Take Food Service Request To Commandant of Cadets For Signature \_\_\_\_\_
3. Submit To Dining Services Main Office In Person Or Fax To 953-4993

Request the following box lunches to be provided by The Citadel Dining Services:

\_\_\_\_\_  
Name of Department or Organization

\_\_\_\_\_  
Day

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location of Event

\_\_\_\_\_  
Number of Lunches

\_\_\_\_\_  
Pick Up Time

\_\_\_\_\_  
Purpose of Event

\_\_\_\_\_  
Number of Cadets

\_\_\_\_\_  
Number of Faculty/Staff

The above Faculty/Staff box lunches 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