

Food and Beverage Request Form

Updated 09/21/20

*SC&I's Food and Beverage Policy may be found at
https://comminfo.rutgers.edu/sites/default/files/Providing_Food_At_School_Activities.pdf*

*Please complete this form for **all** catering requests for business office approval.*

Name:

Date of Request:

Name of Event:

Type of Event:

Date of Event:

Charge Account:

(Use GL-*** or PR-*****-***)

1. What is the business purpose of the event? The event as a whole should have a purpose that justifies university support.
2. Who and how many will be in attendance? What is their affiliation? Attach a list of names, if possible. *An event with only or mainly SC&I employees is hard to justify since the university does not pay for daily food for employees.*
3. Why does the event require that food be served? What is the business purpose of the food? What kind of food are you planning to serve?
4. Can the event be held at a time of day when refreshments are not needed, or when lighter refreshments are possible rather than a full meal?

Click Submit button below to send this form the Business office for approval or email to payables@comminfo.rutgers.edu.