

# FOOD SERVICE REQUISITION

## UNIVERSITY OF WISCONSIN - EAU CLAIRE

Vendor:	Requested By:	Date of Service:
Department:		Phone:
Account #:	Estimated Amount:	Ref No:
Nature of Business:		

Please check below the type of event applicable and complete and forward requested information and documentation.

### **REFRESHMENT BREAKS**

Please Check One Of The Following That Applies To This Request:

Refreshment break expenses are covered by participant fees. (Attach a brochure/registration form.  
Refreshment break expenses will be funded by departmental funds. (Attach a meeting agenda if possible.)

Refreshment break expenses funded by departmental funds are allowable only in association with a business meeting that meets one of the following criteria. Please check the statement that is applicable to your situation.

Facilities are not available within the building or immediate area of the meeting where attendees could obtain and consume normal break items within a typical break period (10 to 20 minutes.)

Having the attendees leave the meeting room would have an adverse effect on the continuity of the meeting, meaning it is expected that break items be consumed while the business meeting or program continues.

The majority of the attendees are not UW/State employees. For purposes of applying this provision, board members are not considered employees.

### **RECEPTION EXPENSES**

..are allowed for a gathering of individuals associated with a UIW-sponsored event that provides the opportunity for interaction in a setting that is not purely social in nature. Unlike a business meeting, a reception may not have a specific agenda or time frame. Like a business meeting, the purpose must be related to or promote the mission of the hosting department.

NOTE: Please attach a statement or document which substantiates the official business relatedness of the reception.

**OTHER** Explanation \_\_\_\_\_

### **MEALS**

Please Check One of the Following That Applies To This Request:

Meal costs are covered by participant fees (Attach a brochure/registration form.)

Meal costs will be funded by departmental funds. (Attach a meeting agenda if possible.)

Meal costs funded by departmental funds are allowable in association with a business meeting when one of the following criteria is met. Please check the statement that applies to your situation.

A mealtime speaker is scheduled.  
Business is being conducted during the meal.  
Facilities are not available near the meeting location for the attendees to eat at their own cost.

### **APPROVALS:**

\_\_\_\_\_  
Authorized Account Signature                      Date                      Accounts Payable                      Date

Forward the original copy to Accounts Payable, S104, several days in advance of the date of the event. PREPARATION OF THIS FORM IS NOT SUFFICIENT TO MAKE ACTUAL CATERING ARRANGEMENTS; YOU MUST PERSONALLY CONTACT THE VENDOR.

Rev 2/06