Widener University
FOOD SERVICE REQUISITION

Submit in quadruplicate

DATE OF REQUEST

DEPARTMENT: _______________ TELEPHONE EXT: _______________ ACCOUNT #: _______________

DATE OF SERVICE: _______________ HOUR: _______________ LOCATION: _______________

NUMBER TO BE SERVED: _______________ NUMBER SERVED: _______________ NUMBER CHARGED: _______________

FOOD REQUIREMENT

MENU AS FOLLOWS:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

REQUESTED BY: _______________________________________________________________________

FOOD SERVICE COORDINATOR: _______________________________________________________________________

TO BE COMPLETED BY RESIDENT FOOD MANAGER: DATE RECEIVED: _______________

Cost per Person: _______________ TIME RECEIVED: _______________

Total Cost: _______________ SIGNATURE: _______________

FOR SPECIAL FUNCTIONS HELD IN THE DINING AREAS:

Head Table Required: ___________ if yes, how many persons to be seated: ___________

Tables should be arranged to accommodate ___________ persons per table.

Guests are to be seated at approximately _________ (AM) _________ (PM).

It is expected that the guests will start leaving at _________ (AM) _________ (PM).

Podium desired: __________, stand-up type: __________, table top type: __________

Public address system required: __________, type to be determined by Coord.

What type of service is required (Buffet or Waite-Served: __________

REMARKS:

WHITE: Food Service
YELLOW: Business Office
PINK: Campus Services
GOLD: Confirmation

14 DAYS ADVANCE NOTICE REQUIRED