



Food/Refreshment Request for non- IUP funded events

x Submit completed request **at least two weeks** in advance of the event to food-service-requests@OLVW.lfax.edu, 724-357-5762, or hand deliver to Office of Housing and Residence Life, Ruddock Hall, Suite G37.

Date: _____

Requestor Name _____

Address _____

Email Address _____

Telephone: _____

Non-IUP Funding Source: _____

Requestor:	Meal Tickets			
Number to be served:	Breakfast	Lunch	Dinner	Refreshments
Contact person:	_____			
Date of event:	_____	Time of event:	_____	Location: _____

Purpose or Reason for Event: _____

Responsible Person for other funding – Please print _____

(Signature)

The Office of Housing and Residents Life will contact the Requestor to arrange for pickup of the meal tickets.