

LaGuardia Community College - Campus Dining Services

MBJ Food Requisition / Catering Form

PLEASE NOTE: This completed form and all supporting documentation **must be submitted** to the Purchasing Department / Grant's PI **at least seven (7) Business days prior to your event.** Failure to do this may result in your request being denied.

Be advised that the **College will not be liable** to pay **for catering orders without valid purchase orders and signed authorization** by the Purchasing and Grants officers.

Date of Request:

Name of Event:

Food Delivery Location:

Requested By & Invoice To:

Phone #:

Department Name:

Dept Authorized Signature:

Day & Date of Service:

Set-up Time:

Clean-up Time:

of People Attending:

Funding Source and Authorized Approval:

Tax Levy:
Dept/ Program #: _____
Exp Code #: Food Services - 51005

Non-Tax Levy:

College Association, Inc.
 Auxiliary Enterprises Corp.
 ECLC, Inc.
 Education Fund, Inc.
 Alumni Association
 LaGuardia Foundation
 LaGuardia Special Acct

Dept/ Program #: _____
Exp Code #: _____

RF / CUNY - Grants:
Grant Name: _____
Grant #: _____
Exp Code #: _____
Grant End Date: _____

Personal / Non-Business:

Retirement Party
 Other Reception
 Outside Organization

Cash? Yes/No _____
Check/MO #: _____

Grant's PI Information
Name: _____
Phone #: _____
Email: _____
@lagcc.cuny.edu

Approved Purchase Order #:
Purchasing Dept. Authorized Signature:

Approved Purchase Order #:
Purchasing Dept. Authorized Signature:

Approved Purchase Order #:
Grant's PI Authorized Signature:

Approved Purchase Order #:
N / A
MBJ's Authorized Signature:

<u>Menu Requested:</u>	<u>Amount:</u>
Total	

MBJ's Authorized Signature:

Date Approved by MBJ Food Services:

MBJ Food Services - Order #:

MBJ Food Services - Invoice #: