

CATERING REQUEST

Fax to: 815-586-4917 or 815-368-3439
Email to: countrycatering@fairpoint.net

Requestor's name:	<input type="text"/>	Requestor's Phone Number:	<input type="text"/>
Department:	<input type="text"/>	Requestor's Fax Number:	<input type="text"/>
Event title:	<input type="text"/>	Event location:	<input type="text"/>
Event date:	<input type="text"/>	Event start time:	<input type="text"/>
		Event end time:	<input type="text"/>

Food delivery time: Please do not request a delivery time more than **10 minutes** before you intend to consume the food. Food, especially perishables, should not be left out for long periods of time, to reduce the risk of illness.

Number of participants to be served: Please confirm the number of participants to be served at least one week prior to the event. Your bill will be based on the last number of participants received.

Please notify the Business Office, x415, that food will be served at this event.

Catering Selections

Instructions

Please do not leave food and beverages in IVCC's rooms.

Please dispose of the leftovers, place them in a community kitchen (C352), or put them in your department's refrigerator.

Country Catering

Price per person: Number of participants: Total:

815-368-3068

Request denied: ☐

Country Catering's Authorized Signature

Departmental/Organization Approval

Requisition #:

Purchase Order #:

Budget Officer Signature

Budget Officer's Name (typed):

Phone Number