# CATERING REQUEST/CONTRACT

pmcater@stuaf.umass.edu

Dept ID: A713124000

545.2060/577.2106

Speed Key: 108123

CoManager: ________________

Fund Type: 51119

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Customer Information

RSO, Agency, or Department Name: ________________________________

Event: ____________ Event Date: ____________ Time: ____________

Location: __________________________ Number of People Expected: ____________

Contact Person: ________________ Phone: __________ Email: ________________

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Food to be Provided

<table>
<thead>
<tr>
<th># of Items</th>
<th>Items</th>
<th>Cost per Item</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

other items or services to be provided i.e., tablecloth, napkins, utensils, etc.

|            |       |               |            |

TOTAL $________

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Customer Signature ________________ Date ____________ Cancellation Date ____________

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Notify

☐ kwittshirk@mail.aux.umass.edu ☐ ldavis@ehs.umass.edu

☐ Entered in Vendor Ledger ☐ Entered in Quickbooks

Date Submitted to CSB ____________

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Z:\Workshops and Training\Catering\Catering packet\Contracts & Invoices\2010PMCater.xls
For CSB Use:

<table>
<thead>
<tr>
<th>Journal Entry Number</th>
<th>Date Processed</th>
</tr>
</thead>
</table>

pmcater@stuaf.umass.edu

Dept ID: A 7 1 3 1 2 4 0 0 0

Speed Key: 1 0 8 1 2 3

Fund Type: 5 1 1 1 9

CoManager: 

Customer Information

RSO, Agency, or Department Name: 

Funding Authorization: __________________________ Phone: __________________________

If RSO, Person with SR:

Email Address: __________________________

Dept ID: __________________________ Speed Key: __________________________

Expense Code: 7 3 4 2 2 0 Fund Type: __________________________

Authorized Signature: __________________________ Person with SR or Departmental Approval

Catering Date: __________________________ Co-Manager Responsible: __________________________

By my signature above, I authorize the Center for Student Business to deduct funds from our financial account in the amount of:

$ __________________________

RSO/Agency: 699901 Department: 699905

For Student Bookkeepers: Keep a copy of all completed Contracts & Invoices for your catering files. For financial transactions to be processed, invoices should be submitted to Donna Vanasse in the CSB by the 7th of the month.

For billing questions, call Donna Vanasse at 545-2167

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