

# THE UNIVERSITY OF SOUTHERN MISSISSIPPI

## FOOD PURCHASE

DATE OF EVENT: \_\_\_\_\_

REQUESTING INDIVIDUAL: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ CONTACT PHONE # \_\_\_\_\_

RESTAURANT/VENDOR: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

**NAMES OF PARTICIPANTS\*\***

**TITLE/AFFILIATION**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**GROUP ATTENDING:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\* If more than 10 people were present, give a general description of who attended the event with name or names of the people leading the event.

\_\_\_\_\_  
Signature of Requesting Individual (Employee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Approving Department Head/Next Higher Administrator

\_\_\_\_\_  
Date