

# THE UNIVERSITY OF SOUTHERN MISSISSIPPI

## FOOD PURCHASE

PURPOSE OF EVENT: \_\_\_\_\_

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