

PEARL RIVER COMMUNITY COLLEGE

CAFETERIA SERVICE REQUEST

DISTRIBUTION AFTER SIGNATURES:

O/VICE PRESIDENT FOR BUSINESS AND ADMINISTRATIVE SERVICES C/CAFETERIA MANAGER

THIS FORM IS TO BE ROUTED FOR AUTHORIZATION TO (1) DIRECTOR/SUPERVISOR, (2) ADMINISTRATOR, (3) PRESIDENT, AND (4) VICE PRESIDENT FOR BUSINESS AND ADMINISTRATIVE SERVICES. AFTER SIGNATURE BY THE VICE PRESIDENT FOR BUSINESS AND ADMINISTRATIVE SERVICES, A COPY OF THIS FORM IS TO BE SUBMITTED TO THE CAFETERIA MANAGER.

PERSON REQUESTING SERVICE _____ TELEPHONE EXT. _____

DEPARTMENT/ORGANIZATION REQUESTING SERVICE _____

DATE OF EVENT _____

TIME OF EVENT _____

DESCRIPTION OF EVENT _____

NUMBER OF PERSONS ATTENDING EVENT _____

SPECIAL FOOD/MISCELLANEOUS REQUESTS _____

DIRECTOR/SUPERVISOR _____ DATE _____

ADMINISTRATOR _____ DATE _____

PRESIDENT _____ DATE _____

VICE PRESIDENT FOR BUSINESS AND ADMINISTRATIVE SERVICES _____ DATE _____