**Meal Requisition Form Instructions**

1. Click the grey text to access the calendar. Select appropriate start/end dates for your event (If multiple dates are needed, this field will accept free form text). Also type in start/end times for your event.
2. Include a description of the event. Also attach an agenda and a list of attendees at the event (These items can be submitted after the event if revisions are necessary).
3. Ensure you are following all campus pandemic plans including providing a service plan.
4. Enter an (estimate) number of attendees and indicate if event is open to campus.
5. Indicate whether this event is being held on-campus or off-campus (see note regarding waivers on meal requisition).
6. If majority of attendees are students, select the student checkbox. If majority of attendees are non-students/staff, select the non-student/staff checkbox. *Only one of these checkboxes should be selected.*
7. If this is a student-related event, indicate what meal is being served and move to step 7. If this is a non-student/staff event, select whether meals or refreshments are being served. *Choose appropriate statement from the dropdown pertaining to the event.*
8. Indicate who should be contacted if necessary, department holding event, account to be billed, and appropriate vendor being used (use dropdown).
9. Have an approving official or club advisor sign off on the purchases.
10. Submit your *meal requisition, list of names, receipts/invoices, and an agenda* to the email listed on the bottom of the requisition for approval.