**Submit via email w/ attachments to:** **mealreq@uwosh.edu**

**Don’t Forget the Attachments:** The following **MUST** be submitted with this form.

1. Agenda (or brochure/registration form for conference or training)
2. List of Participants (differentiate between UW/state employees, non-employees, and students)
3. Itemized Receipts or Invoice (of the services provided by vendor)
4. If paying with personal funds, an **E-Reimbursement** request needs to be completed.

**1.) Event Date(s) & Time(s):** Begins: Click here to enter date(s). Time: Type time(s). **Meal Req#:** Optional

Ends: Click here to enter date(s). Time: Type time(s)

**2.) Description of Event:** Attach agenda. The agenda should include title and reflect break or meals times. A flyer or brochure for special activities, conferences or training can be substituted for an agenda.

**3.) Attendees:** (approx. #) WI/State Employees Non-Employees UW Students

 Check if Open to Campus [ ]

**4.) Event Location:**

\*An approved vendor should be used. Aladdin is our contracted on-campus caterer. Other approved vendors can be used for meals < $200. A waiver must be requested if total cost is >$200. For waiver request e-mail Brian Warzynski: warzynskib@uwosh.edu

[ ] On Campus\* [ ] Off Campus

**5.) Activity Type:** (Select Student or Staff/Non-student)

[ ]  **Students** (majority of attendees are students):

[ ]  **Staff or Non-Students:** (UW Guidelines require the event meet additional criteria below to use university funds)

**6.) Type of Services Requested:** (Select one or more)

[ ]  **Break Refreshments.** Limit: $10.00/person/break – 1 morning and 1 afternoon break is allowed.

Choose an item below ONLY if **staff or non-student** activity - 1 statement must be true in the drop down.

Choose an item.

**Meal(s)/person:** [ ]  **Breakfast** ($12.00),[ ]  **Lunch** ($18.00),[ ]  **Dinner** ($30.00)

Choose an item below ONLY if **staff or non-student** activity - 1 statement must be true in the drop down.

Choose an item.

[ ]  **Reception.** – Receptions may not be purely social in nature and 102 funds may not be used.

(920) 424 -

**7.) Contact:**  Phone:

Choose an item.

Department: Vendor1:

**Review link** [**here**](https://uwosh.edu/reeve/dining/catering-vendor/) **if catering with approved off campus vendors** Other1 (Specify):

Acct. to be billed:

 Fund Department Program Approximate Cost:

**8.) Signature of approving official or club advisor:**

$

***I agree that these food purchases are justified according to UW System guidelines.***

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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,** a **list of attendees at the event** (These items can be submitted after the event if revisions are necessary), and **itemized receipts or invoice** from vendor for services.
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). **Section must be filled out for all requests**
9. Have an approving official or club advisor sign off on the purchases via **DocuSign**.
10. Submit your *meal requisition, list of names, receipts/invoices, and an agenda* to the email listed on the top of the requisition for approval.