

The University of Texas at Dallas
Student Organization Catering Allowance
(I.e. Pub, Comet Café, Formal Catering, Dining Hall)

A catering/food allowance is provided to every student organization up to \$100.00 for the school year. Please note that the \$100.00 does not count against the total allocated amount of \$800.00. Please fill out this request no later than **three business days in advance of charges**. Please return the filled out form to Tineil Lewis in The Center For Student Involvement. Once notified, via email, you must pick up the approved form from the CSI before any charges can be made.

Name of Organization: _____

Event Date and Location: _____

Start Time: _____

End Time: _____

Contact Person: _____

Telephone #: _____

Email Address: _____

Alternate Contact Person: _____

Telephone #: _____

Email Address: _____

Reason for catering/food and Number of members in attendance:

For Office Use Only (Center For Student Involvement)

Received By: _____ Date Received: _____ Approved: Yes No

For Official Use Only (Chartwells)

Contract Number(Formal catering request) : _____ Total Spent: \$ _____

Please fax this form and a receipt to Tineil Lewis at 972-883-6442 after charges have occurred.

Approval Signature: _____ Date: _____