



Send your catering request form via email to Julie Nykamp at J.Nykamp@kentlaw.iit.edu. The **Banner FOP Budget Number** corresponds to the budget to be charged for the catering expense. Fill in the FUND, ORG and PROG numbers; all catering orders are ACCT 7331. It is important to also include the correct **Budget Name associated with the FOP Budget Number** provided. If you have any questions, please contact the Administration & Finance Office at extension 6-5100 or in Suite 265.

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|---|--|-------------------|--------|---------------------|--|----------------------|--|
| FOP Budget Number: | | | | Budget Name: | | | |
| _____ - _____ - 7331 - _____ | | | | _____ | | | |
| FUND ORG ACCT PROG | | | | | | | |
| Contact Person: | | | Email: | | | Telephone/Extension: | |
| Event Day: _____ | | Start Time: _____ | | Confirmed Room: | | Number of Guests: | |
| Event Date: _____ | | End Time: _____ | | | | | |
| NOTE: If a bartender is requested for beer/wine service, it is required to provide water and/or soft drinks. All alcohol service must be approved by Administration & Finance with a completed Request for Alcohol Service Form five business days before the event date. | | | | | | | |
| SBA student organizations must verify available funding to spend before a catering order can be approved. Contact Ramona Lewis at RLewis7@kentlaw.iit.edu , in Suite 265 or at (312) 906 – 5100. | | | | | | | |
| Catering Details: | | | | | | | |
| Order Date: | | | | Order Total: | | | |

