

**SPECIAL EXPENSE ACCOUNT BILLING REQUEST
FOR IUS FOOD SERVICE CONFERENCE & CATERING**

SUBMIT REQUEST TO ADMINISTRATIVE AFFAIRS OFFICE - US 156 - IUS

Authority is requested to charge the purchase of food products from the IUS FOOD SERVICE as described below:

1. Type of food service desired: Breakfast Buffet
 Luncheon Conference
 Dinner Reception
2. Name of event: _____
Date of event: _____ Estimated cost: \$ _____
Facilities Reservation No.: _____
Will fees be collected for this event which will cover all food costs? YES ___ NO ___
3. Persons in attendance, including names, titles, and associations. (Use reverse side if necessary.) With large groups, the number of people in attendance and the general character of the group may suffice.
4. Brief statement indicating the relevance of the event and expected benefit to be derived to the furtherance of University purposes:
5. Event approved by IUS Budget Committee. Yes _____ No _____
6. If Item #5 is Yes, indicate approved Funding source: Campus _____ Department _____
7. Departmental Funding: _____ Fund Transfer Account# _____ Object Code: _____

Name of Requestor (Please Print)

Department/Division

Signature of Requestor

Date

APPROVED: _____

**Vice Chancellor for
Administration & Finance**

Date

ACCOUNT: 08-505-14

SUB-ACCOUNT: _____

SUB-OJ CODE: _____

PROJECT CODE: _____

**PLEASE SUBMIT AT LEAST TWO WEEKS PRIOR TO EVENT
TO OFFICE OF ADMINISTRATIVE AFFAIRS, US 156.**

08/2006