HOSTOS CAFÉ CATERING REQUEST FORM

Form must be completed electronically; handwritten forms will be rejected.

Please select the appropriate funding source from the drop-down: Select One

Requestor Name: _____ **Department Name:** _____
Phone #: _____ **Email:** _____
Name of Event: _____ **Number of Attendees:** _____
Purpose of Event: _____
Location of Event (Building & Room Number): _____
Date of Event: _____ **Start Time:** _____ **End Time:** _____
Day of Event Contact Name: **Phone #:**

FOOD ITEM *(Attach quote from A La Carte Menu Services, Inc)*	QUANTITY	UNIT COST	TOTAL
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
TOTAL EXPENDITURE			$

Hostos Community College Catering Terms & Conditions

- All sections of the Request Form must be completed in FULL. Incomplete forms will delay your orders
- Requester must contact A La Carte Menu Services (hostoscafe@hostos.cuny.edu or 718-518- 6544) and request a quote before completing this form
- All Catering Request Forms must be submitted seven (7) days in advance to allow sufficient time for processing
- Requesters are responsible for submitting a Requisition in CUNYfirst and ensure it's approved with a valid budget check before placing any Catering Orders with A La Carte Menu Services, Inc (Hostos Café)
- No order will be processed unless an Official Request Form, A La Carte Menu Order From, and supporting documentations (agenda, event info, justification, etc) are submitted to the Hostos Community College Office of Procurement via CUNYFirst
- No Catering Orders should be placed without a valid and approved Purchase Order from the Hostos Community College Office of Procurement. Orders placed without a valid Purchase Order will be the responsibility of the requester and is subject to out of pocket expense.
- A sign-in sheet must be signed by all attendees and submitted to the Accounts Payable/Business Office with the Invoice for payment processing
- Payment for meals and refreshments at meetings must be regarded as an atypical event, and NOT as a routine business practice.
- To minimize meeting expenditures, every effort should be made to schedule business meetings during customary business hours and not during times where meals are typically taken. Meals or beverages should not be served at meetings that are less than two hours in length.
- Requestors must ensure attendee counts are accurate and reviewed prior to the event to minimize over ordering and incurring unnecessary expenses.

By signing below, you agreed to the terms and conditions listed above and certify this request is in compliance with CUNY's Food & Catering Policy and City of New York's Directive 6 for Meals Guidance.

Requester Signature: _____ **Date:** _____
Name of Departmental Head/Supervisor and Title: _____
Departmental Head/Supervisor Signature: _____ **Date:** _____