

# FOOD ORDER FORM

By signing this form I agree to the terms of the Food Policy and understand that I am responsible for turning in the receipt(s) to my advisor/supervisor no later than 24 hours following delivery.

Your Name (print): \_\_\_\_\_ Program Name: \_\_\_\_\_

Your Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of charges: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Program Account to be Charged: \_\_\_\_\_

Your Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Description of Services or Goods Requested (specify below or attach a complete list of items to be ordered):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check all that apply: \_\_\_Cups \_\_\_ Plates \_\_\_ Napkins \_\_\_ Utensils \_\_\_ Creamer \_\_\_ Sugar

Name of Business Ordering From: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Delivery or Pick Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Delivery or Pick Up Location: \_\_\_\_\_ by Whom: \_\_\_\_\_

**EXPENSE NOT VALID UNLESS AUTHORIZED BY ONE OF THE PSC STAFF LISTED BELOW:**

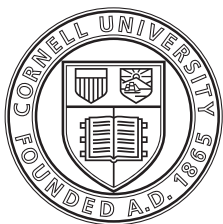
**Leonardo Vargas-Méndez, Reneé Farkas, Lisa Elliott, Joyce Muchan, Amy Somchanhmvong, or Ben Ortiz.**

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT INSTRUCTIONS:** Food orders are to be submitted no later than **24 hours prior** to delivery. Orders received after 4 p.m. will be processed the next business day. Orders not received at least 24 hours prior will **not** be placed. Person placing order must get the receipt and any other paperwork when the order is delivered and turn that receipt into their advisor **no later than the day following delivery.** Cornell is tax exempt.

Order Placed by: \_\_\_\_\_ Date and Time Order Placed: \_\_\_\_\_

Receipt: Mailed to PSC by Vendor \_\_\_\_\_ Delivered with Food \_\_\_\_\_



Cornell University  
Public Service Center

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