

## Lackmann Food Services and Outside Vendors

### LACKMANN FOOD SERVICES

*\*\*\*Any Lackmann Order over \$300 requires the group to first meet with their Program Advisor about the event*

- SGA Funding Request
- Invoice from Lackmann Food Service with club's name
- Event flyer or email promotion (documentation showing reason for event)

*Once approved, a representative from OSLA will sign invoice and return it to Lackmann Food Service Office.*

### FOOD FROM OUTSIDE VENDOR

- SGA Funding Request
- Lackmann Food Services approval form (off-campus catering approval)
- Invoice from vendor with club's name
- Completed check request with vendor name, address, phone number
- W-9 form filled out by vendor
- Event flyer or email promotion (documentation showing reason for event)

#### STUDENT ORGANIZATION INFORMATION

*Name:*

-----  
-

*Position:* -----  
-----

*Contact Email:*

-----

*Contact Phone:*

-----

#### OSLA RESPONSIBILITY

*Name of staff in-taking paperwork:*

-----

*Date paperwork was received:*

-----

*Copy made by:*

-----

*Copy given to student & original to Program Advisor:*

-----

*Originals given to Pamela Orefice:*

**FUNDING REQUISITION**

Organization: \_\_\_\_\_ Date: \_\_\_\_\_ Date Received \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Detailed Explanation for Request: \_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_ Payment Required by: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_ Ticket Price: \_\_\_\_\_

**METHOD OF PAYMENT**

- Purchase Request – for items over \$500.00 attach purchase request and quote. If quote is over \$2,500, three bids must accompany request.
- Check Request – attach invoice, receipts for reimbursement & credit card statement, single, guest lecturer or musical accompaniment contract.
- Budget Transfer – attach HU Budget Transfer Form or Lackmann Food Service Invoice.
- American Express Card – Return card along with all documentation regarding Amex Purchase.

**APPROVALS**

**OSLA Program Advisor:** Mario Bolanos: \_\_\_\_\_ Stanley Cherian: \_\_\_\_\_ Ashley Gray: \_\_\_\_\_

Jaclyn Vento \_\_\_\_\_ Sarah M. Young: \_\_\_\_\_

**SGA Bookkeeper:** Pamela Orefice : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Balance after this expense:** \_\_\_\_\_

**SGA Comptroller:** Michael Hershfield : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Appropriated:** \_\_\_\_\_

**SGA Advisor:** Robyn Kaplan : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Executive Director OSLA :** Sarah Young: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

- ✓ Approved \_\_\_\_\_
- ✓ Denied \_\_\_\_\_
- ✓ Modified \_\_\_\_\_

**FINES (if necessary)**

- Warning \_\_\_\_\_
- 1<sup>st</sup> Offense – 20% of request \_\_\_\_\_
- 2<sup>nd</sup> Offense – 35% of request \_\_\_\_\_
- 3<sup>rd</sup> Offense – budget frozen until reviewed by IRC Committee \_\_\_\_\_