



MISSISSIPPI UNIVERSITY FOR WOMEN

Food Memo & Food Purchase Form

To Resources Management at Mississippi University for Women

From _____

Date _____

Subject _____

Event Information

Name of Event _____

Department Hosting Event _____

Contact Person _____ Phone # _____

Event Date _____

Purpose of the Event _____

Who will be attending _____

of Attendees _____

Attach a list of those participating in the event

Estimated Expense _____

How will the food be purchased _____

Food Vendor Name _____

Select Type of Event	☐	Business Meeting	Attach meeting agenda, food memo, & Sodexo waiver if bringing outside food
	☐	School Event	Attach Sodexo waiver if bringing outside food
	☐	Food for Use	Attach Sodexo waiver if bringing outside food

Signature of Event Representative

Date

Signature of Budget Manager

Date

Signature of Purchasing Director

Date