**Indiana University Kelley School of Business**

**Business Office**

HOSPITALITY REQUEST FORM

PROMOTIONAL/GIVEAWAY ITEMS --- CATERING ONLY

Contact Name: Date:

Phone: Email/UserID:

 **Start Date**/Time:

Event Location:

 **End Date**/Time:

Purpose of Event:

Description of Event:

Promotional Items:

Conference/Registration Fee:

**Attendance**

|  |  |
| --- | --- |
| Number of IU Faculty:  |  |
| Number of IU Staff:  |  |
| Number of IU Students:  |  |
| Number of High School Students:  |  |

Other Guests:

|  |
| --- |
|   |

(If Any)

Account(s) To Be Charged:

Sub-Accounts:

Amount of Transaction:

Vendor(s) used:

*-place an ‘X’ in appropriate box*

|  |  |
| --- | --- |
|  | IMU Catering |
|  | Purchase Order (List vendors in box below): |

This form must be filled out **PRIOR** to the event for processing of the Hospitality Request.

Please allow 3-5 days for approval.

If catering or promotional items are with an outside vendor, please work with Casey Letsch or your FAST Specialist to get your PO in place prior to the event. **REMEMBER: DO NOT SIGN ANY CONTRACT OR AGREEMENT. PLEASE BRING TO CASEY LETSCH OR YOUR FAST SPECIALIST TO PROCESS THROUGH THE IU PURCHASING DEPARTMENT**.

If catering is to be done through the IMU, please give these areas the Hospitality Code assigned by the campus when placing your order.