**FOOD REQUEST FORM**

*Please fill out all information and return to SUFAC via e-mail to* [*sosufac@uwgb.edu*](mailto:sosufac@uwgb.edu)

*by 3:00pm on Monday in order to be placed on the agenda for that week.  
Additional Forms and Guidelines are available online at* [*www.uwgb.edu/studgov/committees/sufac/forms.asp*](http://www.uwgb.edu/studgov/committees/sufac/forms.asp)

|  |  |
| --- | --- |
| Student Organization | Org Representative(s) |
| E-mail(s) | Phone #(s) |
| /  Current/Starting SUFAC Food Funds | Current Agency Balance |

Event Details

|  |  |
| --- | --- |
| **Expected Total Attendance** | **Expected Student Attendance** |
| **.** | **.** |

|  |  |  |
| --- | --- | --- |
| **Date of the Event** | **Location** | **Time** |
| **.** | **.** | **.** |

Financial Breakdown

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested Item** | **Cost / Item** | **Quantity** | **Total Cost** |
| **.** | **$ .** | **.** | **$ .** |
| **.** | **$ .** | **.** | **$ .** |
| **.** | **$ .** | **.** | **$ .** |
| **.** | **$ .** | **.** | **$ .** |

Purpose of Event: