**Dining Services: How-Tos**

**Food and Beverage Provisions**

*Request and Purchasing*

By contractual agreement with the University of Wisconsin-Green Bay, University Dining Services is the on-campus provider of food for student organization events and activities. For information regarding budget approval and request procedures, contact [sec@uwgb.edu](mailto:sec@uwgb.edu).

Food requests are submitted by using the Event Registration Form within Phoenix Connect. **Requests need to be in at least 2 weeks before the event**.

Consult with staff in the Student Engagement Center prior to any food and/or beverage purchase for an on or off-campus event using Segregated Fee or Agency Funding. Guidelines for using a food vendor other than University Dining Services must be followed by the student organization, and then only with prior Student Engagement Center approval.

All on campus events requiring alcohol need to have an alcohol request form filled out with approval from the Director of the University Union. The Union Reservationist can help you with this form: [Alcohol Request Form](https://uwgreenbay.ca1.qualtrics.com/jfe/form/SV_40VOM7b7SDYRae0?Q_JFE=qdg). SUFAC funds and Agency Funds are not to be used in the purchase of alcohol.

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