

**SPECIAL EXPENSE ACCOUNT BILLING REQUEST  
FOR IUS FOOD SERVICE CONFERENCE & CATERING**

**SUBMIT REQUEST TO ADMINISTRATIVE AFFAIRS OFFICE - US 156 - IUS**

Authority is requested to charge the purchase of food products from the IUS FOOD SERVICE as described below:

1. Type of food service desired:  Breakfast  Buffet  
 Luncheon  Conference  
 Dinner  Reception
2. Name of event: \_\_\_\_\_  
Date of event: \_\_\_\_\_ Estimated cost: \$ \_\_\_\_\_  
Facilities Reservation No.: \_\_\_\_\_  
Will fees be collected for this event which will cover all food costs? YES \_\_\_ NO \_\_\_
3. Persons in attendance, including names, titles, and associations. (Use reverse side if necessary.) With large groups, the number of people in attendance and the general character of the group may suffice.
4. Brief statement indicating the relevance of the event and expected benefit to be derived to the furtherance of University purposes:
5. Event approved by IUS Budget Committee. Yes \_\_\_\_\_ No \_\_\_\_\_
6. If Item #5 is Yes, indicate approved Funding source: Campus \_\_\_\_\_ Department \_\_\_\_\_
7. Departmental Funding: \_\_\_\_\_ Fund Transfer Account# \_\_\_\_\_ Object Code: \_\_\_\_\_

\_\_\_\_\_  
Name of Requestor (Please Print)

\_\_\_\_\_  
Department/Division

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

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**APPROVED:** \_\_\_\_\_

**Vice Chancellor for  
Administration & Finance**

\_\_\_\_\_  
Date

**ACCOUNT: 08-505-14**

**SUB-ACCOUNT: \_\_\_\_\_**

**SUB-OJ CODE: \_\_\_\_\_**

**PROJECT CODE: \_\_\_\_\_**

**PLEASE SUBMIT AT LEAST TWO WEEKS PRIOR TO EVENT  
TO OFFICE OF ADMINISTRATIVE AFFAIRS, US 156.**

08/2006