UDairy Café Catering Request Form

Please submit your request at least 1 week prior to your event; contact for availability if less than 1 week.

Requests can be e-mailed to udairycafe@udel.edu.

Orders can be paid via JV, cash, credit card or checks payable to *"University of Delaware".*

For questions email or call the UDairy Cafe at 302-831-6804.

Name: _____ Organization: _____

Phone Number: (___)____-_____ E-mail: _____

Date of Event: ___/___/___ Time of Event:____ -____

When would you like us to be finished with set-up:_____(am/pm) Estimated attendance: _____

Please choose one: Event/Delivery Location:_____

Delivery available on-campus & to STAR Campus. Delivery requires minimum of $100 order or a $10 fee will be applied. Pick up available from UDairy Cafe (83 E. Main Street).

If paying via JV please provide a purpose code below:
Purpose Code:_____ Approver:_____

If paying via credit card please call (302)831-2486 or (302)831-6804 to provide card information.

Please list your requested menu and make note of the quantity of each item you would like to order

Item Name	Quantity/Size	Price Per Unit	Total Price

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Total Cost: _____

Office use only: Date request submitted:_____ Approved on:_____ Confirmed on:__