

**FORDHAM UNIVERSITY**  
Graduate School of Business

***Marriott Order Form***

Prior to ordering food from Marriott, this form must be signed by the SAC Treasurer.  
This form then can be submitted personally to the Marriott office at SL 15.

**CLUB NAME:** \_\_\_\_\_

Requestor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

**EVENT:** \_\_\_\_\_

Event Date/Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Event Location: \_\_\_\_\_

**EVENT DETAILS:** Delivery time of food/drinks \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Quantity	Description	Cost (per unit)	Total Cost
total:			\$

3 Days Notice is required for small events (coffee, soda, cookies, ect)

5 Days Notice is required for small events (dinners, cocktail parties, ect)

SAC Treasurer's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student Affairs Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Amount Approved: \$ \_\_\_\_\_