



TO-GO (BOXED) MEAL REQUEST

Departments may request and arrange early pickup of To-Go (Boxed) Meals when students cannot eat in the Dining Commons as the result of participation in a University-related commitment.

Procedure:

1. Complete and electronically submit a **To-Go (Boxed) Meal Request form** and a **Student Meal Roster** to **Ani Yadgaryan (ayadgaryan@hiu.edu)**.
 - a. **To-Go (Boxed) Meal Request forms** and **Student Meal Rosters** must be submitted for approval **a minimum of five (5) business days prior to the date meals are needed.**
 - b. **Student Meal Rosters** must be submitted electronically on a Excel file and include the name of the requesting department, date of event, ID number, first name, and last name of all students for whom meals are requested.
2. Email **Ani Yadgaryan (ayadgaryan@hiu.edu)** a final count **a minimum of three (3) business days prior to the date meals are needed.**
3. **Provider Contract Food Service** will deduct the approved meal(s) from the account of each student who is a meal plan participant.
4. Upon completion, **Provider Contract Food Service** will send notification via email to the requested department.
5. The requesting department will be billed for each meal that cannot be deducted from meal plan account.

Event Information

Meal Date (MM/DD/YYYY):	Day: Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dept:	Cost Center #:				# of Boxed Meals:		
Contact Name:	Telephone:						

Menu Selection - Choose only 1 or 2

- Classic Grilled Turkey Ciabatta** – Macaroni Salad, Fruit Cup, Granola Bar, Cookies, Bottled water
- Chicken Pesto Wrap** – Pasta Salad, Fruit Cup, Chips, Brownie, Bottled water
- Italiano** – Combo Grinder on a sub roll, Pasta Salad, Fruit Cup, Chips, Brownie, Bottled Water, Italian Dressing
- American Picnic** – Fried Chicken, Potato Salad, Fruit Cup, Biscuit, Honey/Butter, Cookies, Bottled Water
- It's A Wrap!** – Turkey Club Wrap, Tortellini Salad, Fruit Cup, Granola Bar, Cookies, Bottled Water
- Roast Beef & Cheese on Potato Roll** – Tortellini Salad, Fruit Cup, Chips, Rice Krispy Treat, Bottled Water
- BBQ Chicken Wrap** – Potato Salad, Fruit Cup, Chips, Rice Krispy Treat, Bottled Water

All boxed lunches include condiments, napkins, and eating utensils