



To-Go-Boxed Meal Request



Departments may request and arrange early pick-up 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 the Provider Food Service Office Kevin Murray kmurray@hiu.edu and Kipp Dougherty (kdougherty@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 Microsoft Excel spreadsheet 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 Provider Food Service Office kmurray@hiu.edu a final count **a minimum of three (3) business days prior to the date meals are needed.**
3. Provider Food Service will deduct the approved meal(s) from the account of each student who is a meal plan participant.
4. Upon completion Provider Food Service will send notification via email to the requesting department.
5. The requesting department will be billed for each meal that cannot be deducted from meal plan account.

Event Information

Meal Date: / /

Day: Mon Tues Wed Thurs Fri Sat Sun

Department:

Pick Up Time:

Contact Name:

Telephone:

of Boxed Meals:

Cost Center:

Menu Selection – Choose 1 or 2

- Grilled Chicken Ciabatta Sandwich** – Chips, Fruit Cup, Granola Bar, Bottled Water.
- Roast Beef & Cheese on Potato Roll** – Chips, Fruit Cup, Granola Bar, Bottled Water.
- Italiano** - Chips, Fruit Cup, Granola Bar, Bottled Water.
- Chicken Pesto Wrap** – Chips, Fruit Cup, Granola Bar, Bottled Water.
- It's A Wrap** – Chips, Fruit Cup, Granola Bar, Bottled Water.
- BBQ Chicken Wrap** – Chips, Fruit Cup, Granola Bar, Bottled Water.

Provider Contract Food Service Authorization

Date