Glory Days Order Form

Please submit this request signed by all necessary parties via email to orderfood@washburnlaw.edu.

Event/Reason for Purchase:

Organization to be charged:

Person to receive order: Cell phone #:

Pizza Should be delivered: Date: Time:

Room Number of event:

1. Requests shall be submitted to orderfood@washburnlaw.edu at least **one week prior** to the event.
2. Organizations may have to pick up the pizza if delivery drivers are unavailable.
3. Tip and delivery charge are already included in the amount. **Do NOT add additional tip.**
4. Receipt shall be submitted to the Dean's Suite within 24 hours of the pizza being delivered.
5. If you have any food allergies or dietary restrictions for your event and need to order something not included below please contact orderfood@washburnlaw.edu.

Order Information:

Toppings	Quantity	Price per pizza	Total
Cheese		$12.00	
Pepperoni		$12.00	
Beef		$12.00	
Pork Sausage		$12.00	
Canadian Bacon		$12.00	
Total # of Pizzas			
# of plates		$0.08	
Delivery Fee		$3.75 total	
Chartwell's Fee		$1.50	
Tip	$5 for the first 2 pizza $1 for each additional pizza		
		TOTAL:	

FOR DRINKS:
Purchasing Pepsi Products from a store and submitting recipt for reimbursement (**Remember there is 15 day after purchase date deadline)**

Signature Sheet on Next Page

Glory Days Pizza Student Signature Sheet

The undersigned verifies the accuracy of the above listed expenses to the best of their knowledge and affirms that these expenses are to be incurred to the following organizations.

If Using WSBA Funds

Student Org. Treasurer: Date:

WSBA Treasurer: Date:

Fund: 111200   Org: 330040   Account: 710100   Prog: 15001   Activity:

Notes:

If Using Agency Account Funds

Student Org. Treasurer: Date:

Student Org. Advisor: Date:

Fund: Account:

Notes:

If Centers is Contributing to Payment

(one of the two above must also be filled out)

Name of Center helping:

Amount they are going to cover:

Notes: