



Purchasing ("Dwukpguu"Ugtxle gu"F qpcvkqp" Tgs wguv'Hqto "

Please fill out form and submit to Auxiliary and Business Services at least three weeks in advance of event. Submit this form to business.services@uncp.edu. If you have any questions, contact Business Services at (910) 775-4198. **Request must be received 3 weeks prior to the date of the event.

* Required

- Name of Department or Group *
- Contact Name *
- Title/Position *
- Contact Phone Number*
- Contact Email Address*
- Name of Event*
- Date of Event**
- Number of people attending event*
- Event Description*
- Type of donation requested*

Pepsi Products

Sodexo Catering Services (Please send a copy of the Catering Quote to michael.baxley@uncp.edu for your donation to be considered)

Sodexo Other

Auxiliary & Business Services Donation Request Form

- Will food be served at this event?*
 - Yes
 - No

- If food will be served, has Sodexo been contacted to cater?
 - Yes
 - No

- If other Sodexo products are being requested, please list quantity and products needed.

- If requesting Pepsi products, please list quantity and products needed.

- Date Pepsi products need to be delivered by:

- Delivery location of any Pepsi products requested

- How will Vendor be recognized?*(Please check all that apply)
 - Spoken acknowledgment at event
 - Acknowledgment and/or Logo placement on marketing materials (flyer, signage, etc.)
 - Acknowledgment and/or Logo placement in other communications (newsletters, emails)
 - Acknowledgment and/or Logo placement on website or social media

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