

# INSTRUCTIONS FOR REQUESTING PIZZA

## BEFORE EVENT (AT LEAST 24 HOURS IN ADVANCE)

1. Check budget to ensure funds are available
2. Select Pizza Vendor
3. Fill out pizza request form entirely
4. Submit to Student Leadership & Activities no later than 4pm

## DURING EVENT

1. Meet Pizza Vendor at event 10-15 minutes prior to scheduled time
2. Collect duplicate copy of receipt from pizza vendor (include tip amount on receipt)

## AFTER EVENT (NEXT BUSINESS DAY)

1. Fill out SLA Request for Funds Form and get signed by student group advisor
2. Attach pizza receipts
3. Fill out business expense worksheet
4. Submit all to Student Leadership & Activities for processing



All forms can be found online at the Student Leadership & Activities webpage  
[www.sju.edu/student\\_leadership](http://www.sju.edu/student_leadership)

SLA Food Order Form

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Student Group: \_\_\_\_\_

Building Name: \_\_\_\_\_ Room Number \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Event Time: \_\_\_\_\_ AM PM  
(please circle one)

Number of people expected at event: \_\_\_\_\_

Vendor: **Bravo's Pizza** **Chris' Pizza** **Tony Roni's** (please circle one)

Pizza Order: \_\_\_\_\_

Drink Order: \_\_\_\_\_

All orders **MUST** be submitted by 4:00 pm, **and** at least 24 hours before event.  
Menus are available from the student worker desk on the 3rd floor of Campion.