

## SCL Student Organization Catering Request

PLEASE NOTE: This form is for orders of **\$250 or less**. For orders over \$250, contact [sclstudentprograms@utexas.edu](mailto:sclstudentprograms@utexas.edu) to schedule an appointment at least **three weeks** in advance.

For small catering orders (\$250 or less), please submit this form at least **5 days** in advance of your event. **If you purchase food with your own funds and request a reimbursement, you do not need to fill out this form.** Below is a list of catering options you may choose from. The SCL team will try its best to acquire the requested catering for your event, but **we cannot make any guarantees.**

Options for food catering:

- **EZCater**
  - A list of small caterers in the Austin area can be found on EZCater
  - (NOTE: Please add items to your cart and send a screenshot of your cart along with this form to [sclstudentprograms@utexas.edu](mailto:sclstudentprograms@utexas.edu).)
- **HEB**
  - (NOTE: Please add items to your cart and send a screenshot of your cart along with this form to [sclstudentprograms@utexas.edu](mailto:sclstudentprograms@utexas.edu).)
- **Forty Acres Catering**
  - (NOTE: If you want to use Forty Acres Catering, please contact and **schedule an appointment** with [sclstudentprograms@utexas.edu](mailto:sclstudentprograms@utexas.edu) at least **three weeks** in advance.)

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Name of Organization:

Name and Email of Best Contact:

Name of Requested Caterer:

Date and Time of Delivery (45 min-1 hour before event):

Delivery Address:

Total Cost (including delivery fee and \$5 driver tip):

Do you require utensils, plates, napkins?

Any other requests or notes?