

TO-GO (BOXED) MEAL REQUEST

Departments may request and arrange early pickup of To-Go (Boxed) Meals when students cannot eat in the ADC as the results 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 Catering Office (dsoto@calbaptist.edu) and University Card Services (cardservices@calbaptist.edu).
2. 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.**
3. b. Student Meal Rosters must be submitted electronically on a PDF 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.
4. Email Provider Catering Office (dsoto@calbaptist.edu) a final count a **minimum of five (5) business days prior to the date meals are needed.**
5. University Card Services will deduct the approved meal(s) from the account of each student who is a meal plan participant.
6. Upon completion, University Card Services will send notification via email to the requested department and the Provider Food Service Catering Office.
7. The requesting department will be billed for each meal that cannot be deducted from meal plan account.

Event Information

Meal Date (MM/DD/YYYY):	Day:	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Dept:	Cost Center #:							# of Boxed Meals:	
Contact Name:	Telephone:								
Program Name:	Location:								
	Pick up time at ADC:								

Menu Selection - choose only one (1)

Classic Grilled Turkey Ciabatta – Macaroni Salad, Fruit Cup, Granola Bar, Cookies, Bottled water
Chicken Pesto Wrap – Pasta Salad, Fruit Cup, Chips, Brownie, Bottled water
Italiano – Combo Grinder on a sub roll, Pasta Salad, Fruit Cup, Chips, Brownie, Bottled Water, Italian Dressing
American Picnic – Fried Chicken, Potato Salad, Fruit Cup, Biscuit, Honey/Butter, Cookies, Bottled Water
It's A Wrap! – Turkey Club Wrap, Tortellini Salad, Fruit Cup, Granola Bar, Cookies, Bottled Water
Roast Beef & Cheese on Potato Roll – Tortellini Salad, Fruit Cup, Chips, Rice Krispy Treat, Bottled Water
BBQ Chicken Wrap – Potato Salad, Fruit Cup, Chips, Rice Krispy Treat, Bottled Water

All boxed lunches include condiments, napkins, and eating utensils