

**De Anza Office of College Life
DINING/CUSTODIAL/SECURITY SERVICES
PRE-AUTHORIZATION**

College Life Stamp

Submit at least two business days prior to event.

PLEASE PRINT CLEARLY

Instructions for ordering from De Anza Dining Services, Campus Facilities Rental, or Campus Police:

1. Complete this Dining/Custodial/Security Services Pre-Authorization form for Food, Cleanup, or Security.
2. Obtain a Proposal/Quote or Sales/Catering Contract from De Anza Dining Services, Campus Facilities Rental, or Campus Police.
 - **This is not yet an order for food or services and is only for the purposes of obtaining the dollar amount to be authorized.**
3. Submit form and Proposal/Quote or Sales/Catering Contract to the Office of College Life.
 - **Clubs must also attach a Club Meeting Financial Action Form.**
4. The Office of College Life will submit authorization to De Anza Dining Services, Campus Facilities Rental, or Campus Police to confirm order.
5. Office of College Life will complete or forward to appropriate budgeter the requisition for payment.

Club/Program Name: _____

Event Name and Description: _____

Event Date: _____ Estimated Attendance: _____

Estimated Cost from Proposal/Quote or Sales/Catering Contract: \$ _____

Budgeter/Club Officer Name: _____

Budgeter/Club Officer Signature and Date: _____

Cell Phone: _____ Email: _____

Club Email Address: _____

Club/DASB Account Name: _____

Club/DASB Account Number: _____

Dining Services, Campus Facilities Rental, or Campus Police will not process a food order or schedule for services for any DASB or Club Accounts that are not accompanied by a completed Pre-Authorization form that has been stamped and signed by the Office of College Life.

FOR OFFICE OF COLLEGE LIFE USE ONLY

Authorizing College Life Staff Signature

Date

Note: Failure to receive pre-authorization could result in expenditure being denied.