CATERING PRE-VERIFICATION
AND BILLING APPROVAL FORM

Submit this form to ASI before placing an order with Fresno State Catering. After approval, give the signed form to Catering before confirming your order. No quote, invoice, or agreement number is required at this stage.

CLUB & EVENT INFORMATION

Club name

ASI club account number (if known)

Contact name and club role

Contact email

Contact phone

Event name

Event date

Event time

Event location

Expected attendance

CATERING INFORMATION

Requested catering amount, including tax and fees ($)

Date needed by

Purpose of event (how it supports your club)

Funding source: ☐ Club Funds ☐ Club Booster Grant ☐ New Club Grant ☐ Sponsored Activity Grant

By signing below, we agree to obtain ASI approval before placing the order or authorizing billing. Changes require ASI approval. We will submit the final invoice and required expense forms promptly.

Club representative name / title

Club advisor name

Club representative signature

Date

Club advisor signature

Date

ASI FINANCE OFFICE REVIEW & APPROVAL

Completed by ASI Finance representatives only.

Decision: ☐ Approved ☐ Denied ☐ More info needed

Reason denied:

Finance representative name/title

Finance representative signature

Date

FOR FRESNO STATE CATERING: Bill ASI only after the finance representative has signed and marked this form Approved. Approval applies to the event and request above. Changes require ASI approval.