

Request Date

Request Number

Cadet Boxed Lunch Request

Box Lunches are in lieu of a cadet meal when cadet activities or meetings take place during a scheduled Mess Hall meal. If faculty/staff members are attending or participating as well, there will be an additional charge of cost of lunch. If delivery is required, there will be an additional charge of \$2 per lunch and \$25 delivery fee. There is a minimum of 50 for any deliveries. All requests must have account number even if lunches are in lieu of a cadet meal. **Lunches that are not picked up or that are cancelled with less than 48 hours notice prior to pick up will be charged to the account listed below.**

REQUESTS FOR 25 LUNCHES OR MORE WILL BE PACKAGED IN BULK

If scheduling box lunches for multiple dates, please note each date you will need lunches. Multiple requests will only be accepted one semester at a time.

Box Lunches include the following: One Chicken Sandwich, Condiment Packets, Piece of Fruit, and Chef Choice Granola Bar or Cookie & Bottled Water.

Note: Deli Style Meat Sandwiches are available upon request; Vegetarian sandwiches are available upon request.

DIRECTIONS:

1. Fill out Boxed Lunch Request.
2. Take Boxed Lunch Request to Commandant of Cadets for Signature (3 BUSINESS DAYS IN ADVANCE).

BOXED LUNCH REQUESTS FOR FRIDAYS MUST BE SENT TO COC FOR APPROVAL BY MONDAY.

BOXED LUNCH REQUESTS FOR MONDAYS MUST BE SENT TO COC FOR APPROVAL BY WEDNESDAY.

3. **Form Must Include Account Number--** No Requests Will Be Accepted Without One.
4. Signed Form **MUST** Be Presented To SODEXO Staff In Order To Receive Lunches. **NO WALK-INS ACCEPTED!**

COC Rep Signature

Request the following box lunches to be provided by The Citadel Dining Services:

Name of Department or Organization

Day(s)

Date(s)

Location of Event

of Lunches

Pick Up Time

Purpose of Event

of Cadets

of Faculty/Staff

*Special requests for Box Lunches: (Please include #)

The above Faculty/Staff box lunches will be charged to:

Name of Citadel Department

Citadel Department Account Number

Name of Officer or Authorized Individual
Requesting Service

Telephone Number & Department Fax