

## 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 ([jperkins@calbaptist.edu](mailto:jperkins@calbaptist.edu)) and University Card Services ([cardservices@calbaptist.edu](mailto: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 *Excel file* 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 ([jperkins@calbaptist.edu](mailto:jperkins@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:	# of Boxed Meals:							
Cost Center #:	Phone #:							
Contact Name:	Pick up time at ADC:							

### Breakfast

*Cold Meal* – Yogurt, Pastry, Whole Fruit, Granola Bar, Juice

*Hot Meal (packed in bulk trays)* – Egg & Cheese Burrito, Whole Fruit, Granola Bar, Juice

### Lunch/Dinner

Entrée - Choose 1 Item

*Classic Turkey Foccacia*

*Chicken Pesto Wrap*

*Turkey & Cheddar Sub*

*Fried Chicken*

*Turkey Club Wrap*

*BBQ Chicken Wrap*

*Italian Sub*

Sides - Choose 2 Items

*Fruit Cup*

*Whole Fruit*

*Pasta Salad*

*Potato Salad*

*Granola Bar*

*Chips*

Dessert - Choose 1 Item

*Brownie*

*Cookie*

*Rice Krispy Treat*

*All boxed meals include condiments, napkins, bottled water and eating utensils.*