



UNIVERSITY OF WISCONSIN MEDICAL FOUNDATION
Food and Refreshment Ordering Form
(Please complete form prior to or during ordering procedure)

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ordered from: | Ordered by: |
| *Requested W9? <input type="checkbox"/> Yes <input type="checkbox"/> No | Ordered date: |
| Where to deliver: | Cost of order: (*UWMF is tax exempt) |
| Date delivered: | Vendor sent sales tax exempt form? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Order for: | <input type="checkbox"/> Breakfast <input type="checkbox"/> PM Break <input type="checkbox"/> AM Break <input type="checkbox"/> Dinner <input type="checkbox"/> Lunch <input type="checkbox"/> Other |
| What was ordered: | |
| Meeting date: | Meeting: |
| Group or Purpose: | |
| Attendees (please list names if not a regularly identified group): | |
| Charge to: _____ Unit/Division | Approval: _____ Unit/Division Director |
| *W9's must be received from all new vendors. **The UWMF is tax exempt. Please provide new vendors with a sales tax exemption certificate. | |
| This completed form should be sent to the Accounting Office. This form by itself will not be used for processing payment. The original invoice must be sent to the office for payment. The invoice will be matched to this form and then the invoice will be processed for payment. If a delivery comes with a packing slip, it should also be sent to the Accounting Office. Please remind vendors that the University of Wisconsin is TAX EXEMPT. | |