



MSU Union
Michigan State University
East Lansing, MI 48824-1029
Catering Office Sales Office
(517) 355-3495 (517) 355-3464
(517) 353-8748 Fax (517) 432-2045

IDT #
Date:

Event:			
Customer Name:		Customer Contact:	
Telephone:	Fax:	Telephone:	Fax:
Address:		Event Contact:	
City:	State:	Zip:	Fax:

Date	Starttime-Endtime	Function	Setup	Exp.	Grt.	Room	Room Rental

Room Setup / AV Equipment/Miscellaneous Charges							
Date	Service Time	Room	Item	Qty.	Charge	Total	

Food & Beverage							
Date	Service Time	Service Type	Item	Qty.	Charge	Total	

Total Charges						
	Charges	Discount	Srv Chrg	Sub Tot	Tax	Total

Less Deposit _____ **Total Charged to Departmental Account** _____

Department Account	Account Number:	Account Name:
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