

**HENDRIX CENTER SUBWAY ORDER/REQUISITION**  
**PLEASE FAX THIS FORM TO 656-5530 TO COMPLETE YOUR ORDER**  
**PLEASE ALLOW A 24 HOUR NOTICE FOR ALL ORDERS**



You should receive an email confirmation of your order within 24 hours. If you do not please call us at 656-3663.

**Phone: 656-3663**

**Fax: 656-5530**

**Pick up date:** \_\_\_\_\_

**Pick up time:** \_\_\_\_\_

**Subway Hendrix Center Hours of Operation**

Monday—Friday 7:30 a.m. to 12:00 a.m.

Saturday 11:00 a.m. to 12:00 a.m.

Sunday 11:00 a.m. to 12:00 a.m.

<b>Check your choice of the following footlong's to complete your order:</b>	<i>* All footlongs for pickup come with lettuce, tomato, onion and American cheese. **Plates and napkins supplied on request.</i>
Quantity:	
___ BLT \$5.00	_____
___ Cold Cut Combo \$5.00	_____
___ Veggie Delight \$5.00	_____
___ Black Forest Ham \$5.00	_____
___ Spicy Italian \$5.00	_____
___ Turkey Breast \$6.00	_____
___ Tuna \$6.00	_____
___ Assorted Chips \$.99	_____
___ 2 Liter Coke, Diet Coke, Sprite, Dr. Pepper	_____ x \$2.69 <i>*Please specify flavors and quantities</i>

<i>Dining Location: Hendrix Center Subway only (carry out only)</i>	
<i>Name of Department:</i>	<i>Dept. #:</i>
<i>Name of Person Requesting Dining Services:</i>	
<i>Department Address:</i>	
<i>Department Phone:</i>	<i>Email:</i>
<i>Name of Event/Function:</i>	
<i>Business Purpose:</i>	
<i>Name of Department Head or Business Officer Guaranteeing payment (please print):</i>	
<i>Signature of Department Head or Business Officer Guaranteeing payment:</i>	
<i>Date:</i>	<i>Email Address of Department Head or Business Officer listed above:</i>
<b><i>Hendrix Student Center Subway Product Ordered:</i></b>	
	<i>MEAL SUBTOTAL</i> _____ <i>TAX</i> _____ <i>TOTAL</i> _____
<i>Name of Person picking up order:</i>	<i>CU ID #:</i>
<i>Signature of Person picking up order:</i>	<i>Date:</i>
<i>Dining Services Representative:</i>	

\*NOTE IF E&G OR OTHER STATE FUNDS ARE BEING USED, MAKE SURE STATE AND UNIVERSITY POLICY ALLOWS FOR THIS EXPENDITURE. CONTACT YOUR BUSINESS OFFICE IF YOU HAVE ANY QUESTIONS.