

Jackson State University  
**BEVERAGE REQUEST FORM**

Request(s) must be received 15 business days prior to the Event date.

**Office/Department Information**

<b>Employee name:</b>	<b>Employee email:</b>	
<b>Department requesting:</b>		
<b>Office #:</b> 601-	<b>Alternative #:</b> 601-	<b>Fax #:</b> 601-
<b>Delivery Location/Instructions:</b> <i>(give name of building and floor):</i>		

**Event Information**

<b>Event date:</b>	<b>Event location:</b>
<b>Event name:</b>	
<b># of participants:</b>	<b># of products:</b>

**SELECT PREFERRED BEVERAGE** *(24 bottles per case)*

<input type="checkbox"/> <b>Pepsi</b> # of cases_____	<input type="checkbox"/> <b>Diet Sierra Mist</b> # of cases_____	<input type="checkbox"/> <b>Mountain Dew</b> # of cases_____	<input type="checkbox"/> <b>Mug Root Beer</b> # of cases_____
<input type="checkbox"/> <b>Sierra Mist</b> # of cases_____	<input type="checkbox"/> <b>Dr. Pepper</b> # of cases_____	<input type="checkbox"/> <b>Sunkist</b> # of cases_____	<input type="checkbox"/> <b>Lipton Brisk w/lemon</b> # of cases_____
<input type="checkbox"/> <b>Hawaiian Punch</b> # of cases_____	<input type="checkbox"/> <b>Sunkist Peach</b> # of cases_____	<input type="checkbox"/> <b>Diet Pepsi</b> # of cases_____	<input type="checkbox"/> <b>Ginger Ale</b> <i>(Canada Dry)</i> # of cases_____
<input type="checkbox"/> <b>Sunkist Grape</b> # of cases_____	<input type="checkbox"/> <b>Sunkist Strawberry</b> # of cases_____	<input type="checkbox"/> <b>Sunkist Peach</b> # of cases_____	<input type="checkbox"/> <b>Other</b> # of cases_____

**JSU Tiger Water** *(please contact Dining Services @ 601-979-2561)*

**Please return ALL unused CASES to Contractual Services, Reddix Hall, Suite 321.**

**Department Use Only**

<input type="checkbox"/> <b>Approved</b> Total # of cases_____	<b>Signature:</b> _____	<b>Date:</b> _____
<input type="checkbox"/> <b>Disapproved</b>	<input type="checkbox"/> less than 15 days	<input type="checkbox"/> annual allotment depleted
<input type="checkbox"/> reduce request(s)		
<b>Comments:</b> _____ _____		

**Email to:** [contractual.services@jsums.edu](mailto:contractual.services@jsums.edu) and [auxiliary.enterprises@jsums.edu](mailto:auxiliary.enterprises@jsums.edu) or fax to 601-979-0890.