

How to Access Funding for Catering/Food

- **It is important that you begin planning for any catering or food related expenses that you were funded for at least one month prior to the event date**
- Contact the Office of Student Involvement secretary which can be found at involvement.uni.edu. They will be able to assist you with the following:
 - Choosing an approved vendor
 - Guiding you with any necessary catering exceptions or forms that need to be completed to have food at your event
 - Placing food orders
 - Arranging for payment of these orders