

**University Of California, Los Angeles**  
**Henry Samueli School Of Engineering And Applied Science**

**Request for purchases at CAFÉ-BY-THE-SEAS**  
**5800 West Boelter Hall - Phone Number x5-4222**

Date \_\_\_\_\_

Recharge ID	Loc	Account No.	CC	Fund No.	Project	Sub	Object	Dept. Name/Source

Requester Name	Building	Room No.	Extension

**Note:**

Expenditures may not be charged to contract and grant funds unless specifically authorized in the contract or grant, by agency policy, or by written prior approval.

All university-related entertainment charged against General (19900) Funds MUST receive prior approval from the Dean of the School of Engineering. Entertainment charged to unrestricted funds may be approved, prior to incurring the charge, by the department chairs or directors.

REGARDLESS OF THE FUNDING SOURCE, NO UNIVERSITY-CONTROLLED FUNDS CAN BE AUTHORIZED FOR AN ENTERTAINMENT EXPENDITURE THAT IS NOT IN ACCORDANCE WITH UNIVERSITY POLICY (UCLA Policy No. 541)

**Justification:**

State purpose of meeting below. On a separate sheet, itemize the names and professional affiliations of people attending. The meeting agenda, seminar notice, etc. may be attached to support the justification.

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- Items will be picked up from 5800 West Boelter hall on: \_\_\_\_\_ at \_\_\_\_\_
- Items to be delivered to: \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_

Regardless of pickup or delivery, the department or group is responsible for returning all items (i.e. coffee urns, milk crates, condiments) to the café within two (2) days of the order, otherwise the cost of the items will be added to the recharge.

QTY	DESCRIPTION	UNIT PRICE	EXTD. PRICE	QTY	DESCRIPTION	UNIT PRICE	EXTD. PRICE
	Coffee - 60 cups	\$21.00			Orange Juice - Small Container	\$ 0.60	
	Coffee - 30 cups	\$10.50			Orange Juice - Large Container	\$ 1.10	
	Coffee - 20 cups	\$ 7.00			Milk - ½ pint Container	\$ 0.50	
	Tea Bags (Regular)	\$ 0.45			Pastries - Assorted (Please specify)		
	Herbal Tea (please Specify)	\$ 0.35			Other -		
	Sodas - 24/casee	\$12.00			Same Day Rush Order charge	\$10.00	
	Sodas - 12 oz. cans	\$ 0.60			Delivery Charge	\$ 2.50	
<b>Total</b>							

(For Café Use Only)

Approved by (Dean/Chair/Director) \_\_\_\_\_

Urn Number(s): \_\_\_\_\_