



BIOLOGY LUNCHEONS

Review this information for details on placing food orders for deliveries for departmental approved luncheons.

SEMINAR SPEAKER LUNCHEONS

The host is responsible for recruiting two or three graduate students to go out to lunch with the speaker. This option serves fewer graduate students but gives those that do participate a richer, more personalized interaction with the speaker. Exceptionally popular speakers can be switched over to an open lunch per approval from the Dept. Chair.

Budget of \$100 per event

- ~\$20 for a lunch entrée and drink x 4 people + 20% tip ---\$100
- Fancier restaurant? Consider inviting only two graduate students depending on location and cost.

Procedure:

- If no PCard is used, the host will submit a [Personal Reimbursement Form](#).
- If a PCard is used, the host will send the receipt and ABF to CNS Accounting.
- The host will complete and send an [ABF form](#) to CNS Accounting after every luncheon event.

JOB SEARCH LUNCHEONS

Lunches with faculty candidates are open to all graduates and we encourage wide participation. The grad student reps will ask students to attend and the CEF will collect RSVPs.

- **RSVP** for Candidate Luncheons here: col.st/uyruc

Food Options: Pre-Set Menus

- These luncheons use a pre-set menu and amount ordered is determined by RSVPs 1 week before the event
- Any *dietary restrictions* will be accommodated; *food preferences* are a request, not a guarantee.

Procedure:

- The CEF will place an order based off the RSVPs and will send the receipt to CNS Accounting.
- The host will pick up the food from the Main Office.
- The host will complete and send an [ABF form](#) to the CEF by the end of the day on the day of the event.



PRE-SET MENUS*

1. [Krazy Karl's](#)

(1x) Pizza of the Week, (1x) Veggie, (1x) Hawaiian, (1x) Pepperoni, and (1x) Mediterranean

2. [Panera](#)

Deluxe Assortment: Sandwich + Greek salad bundle

3. [Yampa Sandwiches](#)

Essential Lunch Tray + Garden Salad

*Depending on attendance, availability & cost, orders are subject to change.



CONTACT US

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