

ORDER REQUEST FORM

SOCIETY OF WOMEN ENGINEERS CORNELL UNIVERSITY

162 Olin Hall
Attn: Society of Women Engineers
Cornell University, Ithaca, NY 14853

TODAY'S DATE: _____

NAME: _____

E-MAIL: _____

PHONE: _____

EVENT INFORMATION

DIRECTORSHIP: _____

EVENT DESCRIPTION (DATE, TIME, PLACE):

ORDER DETAILS

VENDOR: _____

DATE OF DELIVERY: _____

OTHER NECESSARY VENDOR INFORMATION (PHONE, ADDRESS, CONTACT NAME, ETC.):

ITEMS TO ORDER:

POINT OF CONTACT FOR RECEIVING THE ORDER IF NOT YOURSELF:

NAME: _____

E-MAIL: _____

PHONE: _____

If ordering food, please hand in **ORIGINAL RECEIPT** and **ATTENDANCE SHEET** (name, netID, major) to the Finance mailbox 162 Olin Hall immediately following the event.

For specific questions please contact Cornell SWE Finance at cornellswe.finance@gmail.com

THANK YOU!