

# REQUEST FORM A

## FSS & Micros Convenience Item Request Form

*Please allow 5 Business Days for Implementation*

Use this form to add pre-packaged (bottled beverages, chips, snack bars, frozen foods, etc.)  
convenience items to FSS and Micros for Retail and C-Store Operation

Download the form to your computer. Fill out the form and click on the **"Submit by E-mail"** button

Submit By Email:

Date of Request:

Requestor's Name:

Requestor's E-mail:

Phone Number:

For Information Systems Use Only

TDX #:

Completion Date:

FSS   
  Micros   
  GET Food   
  TDX

**Select C-Store/s where item/s will be sold:**   
 Bear Necessities   
 Jansen's Market

**Select Retail Location/s other than C-Stores where item/s will be sold; Please check "Webfood" if changes should be applied for your revenue center/s. Note any exceptions in the box below.**

- |   |   |   |   |   |  |  |
|---|---|---|---|---|--|--|
| <input type="checkbox"/> 30 - Amit Bhatia Cafe - Olin | <input type="checkbox"/> 11 - Bus Stop Bagels | <input type="checkbox"/> 19 - Dairy Bar - Stocking Hall | <input type="checkbox"/> 18- Green Dragon | <input type="checkbox"/> 16 - Mattin's - Duffield | <input type="checkbox"/> 54 - Sweet Sensations | <input type="checkbox"/> 150 - McCormick's Fine Dining |
| <input type="checkbox"/> 18 - Atrium Cafe - Sage      | <input type="checkbox"/> 31 - Cafe Jennie     | <input type="checkbox"/> 40 - Frannys -Food Truck       | <input type="checkbox"/> 23 - Mann Cafe   | <input type="checkbox"/> 12 - Novicks Cafe        | <input type="checkbox"/> 10- Trillium          | 151 - Concessions Sweets                               |
| <input type="checkbox"/> 13 - Big Red Barn            | <input type="checkbox"/> 22 - Crossings Cafe  | <input type="checkbox"/> 14 - Goldie's Cafe             | <input type="checkbox"/> 15 - Martha's    | <input type="checkbox"/> 17 - Rusty's             | <input type="checkbox"/> 28 - Vet College Cafe | GET Food   |

**Vendor Name:**       **Special Notes:**

Item Name	Vendor Item Number	Micros Name	Product Group	Brand Name	Purchase Unit	Portion Unit	Invoice Item Cost	Sell Price	Taxable (Y/N)	Micros Number	UPC Code