

Today's Date

Name

Email

Phone Number

Unit Special

TDX Number:

Download the form to your computer, fill it out, click on the "**Submit by Email**" button and the form will attach to an email. Press **<Send>** on your email and this document will be sent directly into the helpdesk.

Please fill out the entire top half of this form for any event that will require the prices in your unit to increase for a particular meal. Ex: Mardi Gras, Chinese New Year, or Day of the Dead, Commencement

Name of Event	<input type="text"/>	Dinner Price Before Tax	<input type="text"/>
Start Date of Event	<input type="text"/>	Child Dinner Price Before Tax	<input type="text"/>
End Date of Event	<input type="text"/>	Big Red Bucks Dinner	<input type="text"/>
Location of Event	<input type="text"/>	CL Meal Choice Before Tax	<input type="text"/>
RVC of Event	<input type="text"/>	Meal Choice Before Tax	<input type="text"/>

Send Unit Special Instructions to the following staff.
Please provide Cornell email address

Please fill out the entire bottom half of this form for an event that will require a Micros POS Device or several Micros POS Devices to be placed in a special location for an event. Ex: Slope Day, Block Party

Name of Event

Start Date of Event

End Date of Event

Location of Event

RVC Obtaining Income

Number of Micros POS Needed

Is there Network Available?

Please use the boxes below to list all the available pricing for this event

Ex: 1 Slope Day Ticket = \$2.00 including tax
 Ex: 2 Slope Day Tickets = \$4.00 including tax
 Ex: Dinner before tax price \$20.60, Big Red Bucks \$20.20

If network is needed, there is a minimum of 10 working (M-F) days notice (Micros operate online)

If electrical service is needed, please contact Facilities

Cashiers who need access to the Micros
Please list Name and Employee ID #

Managers who need access to the Micros
Please list Name and Employee ID #