



"Contract Request Form (Student Affairs)" submission received

From Asana <no-reply@asana.com>

Date Mon 3/30/2026 3:41 PM

To Hinojosa, Alessandra <avhinojosa@mail.smu.edu>

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Your Contract Request Form (Student Affairs) submission has been received

Contract Request Form (Student Affairs)

This form and all supporting documentation should be submitted at least 21 days prior to your event, though 30 days in advance is ideal. You will submit one form per contract that needs to be executed. Only the Senior Vice President for Student Affairs or Director of Purchasing may sign a contract. Anything agreeing to a service or good is considered a contract - this includes but is not limited to firm offers to performers, software agreements, invoices that require signatures, etc. Before completing this form you will need to secure: A W-9 from the vendor, artist, etc. Name and email address of individual signing the contract on behalf of vendor/artist. NOTE: It is the responsibility of the department or student organization to process payment requests/check requests for all contracted services. No payments will be made from the University to the vendor without a signed contract.

Name

Alessandra Hinojosa

SMU Email address

avhinojosa@smu.edu

Please identify your classification status.

Student

Please identify the group affiliation for this contract request.

Student Organization - General

Name of Organization

Hispanic or Latino Association

Nature of contracted program or service

Food or Food Service

Please provide a more detailed selection(s) that best represents the nature of the contract

Food Delivery Service (includes catering with NO setup)

Date of Contract/Service/Event

Apr 27, 2026

Enter the name of your event.

Club HOLA

What will the vendor be providing? This should be 40-100 words articulating the activities of the event. If the activity is unclear or vague, the request will be denied.

Havana Cafe will provide 300 Yucca Frita sticks with specialty Cuban Mojo sauce which will include delivery. This is for the Club HOLA event which is meant to have a variety of Latin American foods to celebrate and embrace different countries.

Is this contract for a specific event?

Yes

Activity Location. If off-campus, provide physical address as well as name of location/facility.

Hughes-Trigg Student Center: The Ballroom

Is your contracted activity or service outdoors?

No

Enter your Indoor Event Request (IER). Your IER is separate from your reservation number, CONTRACTS WILL NOT BE PROCESSED WITHOUT AN IER.

10174993.00

Activity START Time. This is the time the activity would be open to participants.

5:30pm

Activity END Time. This is the time the activity would end for participants.

8:30pm

Anticipated number of attendees or users of the service.

200

Will you charge admission to the event or charge end users to use the service? If yes, please identify the admission price.

No

Do you or the vendor plan to sell items at the event? If yes, please identify what will be sold.

No

Name of Payee

Havana Cafe

What product or service will this vendor provide?

Yucca Frita with Cuban Mojo sauce

How much will you pay the vendor, artist, etc. be paid for their services?

300

Is a deposit being requested?*

No Deposit

How will payment be made?

Check from Students' Association Comptroller

To whom will check be made payable?

Havana Cafe

Please identify how the check will be made.

Delivered to the vendor on the day of the event, after the service has been rendered

Please upload a copy of the contract or invoice being requested.

Havana Cafe Itemized Invoice.pdf

Contracting entity's completed and most up to date W-9. Only PDF files will be accepted.

Havana Cafe W-9.pdf

Additional documents as relevant

Havana Cafe Health Inspectin Report.pdf

Havana Cafe Food Establishment Permit.pdf

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633 Folsom St San Francisco, CA 94107