

NMJC Request for Catering Services

The Sodexo catering staff needs a minimum of 10 working days before an event in order to adequately prepare. However, failure to submit this form with all required signatures to Sodexo at least three working days before the event could subject it to cancellation and/or you, as the Requestor, to personal responsibility for catering charges associated with the event.

Date of Event: _____ Staff Student Public Faculty

Department account number to be charged: _____

Requestor signature: _____

Additional Items Cost: Plated Service: _____ **Linen per table:** _____ **China** _____ **Glasses** _____ **Silverware** _____

Estimated Cost: \$ _____ Tax Estimate: \$ _____ Vice President Approval _____

Off Campus Event Billing Information _____

Event Information

Room requested: _____ Estimated number of guests: _____

Time guests will arrive: _____ Serving time requested: _____

Estimated clean-up time requested: _____

Please List Menu Items

Catered Meal	Snack	Special Event / Instruction

Payment Confirmation

I hereby confirm that I have received the food service/items requested above and hereby authorize payment to Sodexo.

Requestor Signature _____

Mail this form to 1 Thunderbird Circle Hobbs, NM 88240 Attention: NMJC Dining Services. For any questions or comments please contact NMJC Dining Services at 575-492-2586



OFF-CAMPUS BILLING

Company _____

Contact Name _____ Phone _____

Address _____ City _____ St _____ Zip _____