



NMJC Request for Catering Services

Invoice No.: _____

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.**

Originating department/group: _____

Contact person: _____

Phone number: _____ Fax number: _____ Location number: _____

Date of activity: _____ Purpose: _____

Participants (check all applicable participants):

Faculty Staff Student Public Other _____

Department index and account number to be charged: _____

Requestor signature: _____

Vice President Signature: _____

Estimated Cost: _____ Approved By VP : _____

Event Information

Room requested: _____ Estimated number of guests: _____

Have you reserved this room? Yes Reservation number: ____

No (Call to reserve first.)

Time guests will arrive: _____ Serving time requested: _____

Estimated clean-up time requested: _____

Please List Menu Items

Catered Meal	Snack	Special Event

Pick-Up or Delivery

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

