

RED ROCKS COMMUNITY COLLEGE
FOOD SERVICES
CATERING REQUEST

1. Complete an Official Function Form (must be approved by VP or President).
2. **A copy** of the Official Function form **must be attached** in order for the Food Service Manager to know this request has been approved.
3. Submit both to the Food Services Office (room 1461) – 72 business hour notice is preferred.
4. Food Services will submit an invoice to the Department, authorized ORG owner must sign invoice as “Buyer Signature”.
5. Return invoice to Business Services Accounts Payable, Box 16 with original Official Function, agenda, sign-in sheet, etc.

Date of Request			Date of Event
Name of Group			Location/Room
Contact Person			Set Up Time
Phone Number			Time of Event
Address			Clearing Time
State Purchase (tax exempt)	Yes	No	Number of Guests
Personal Purchase (taxable)	Yes	No	

BEVERAGES: Please mark all that apply. If only ordering beverages, please indicate amount desired.

Coffee	Decaf Coffee	Hot Tea
Orange Juice	Bottled Water	Bottled Soda
Lemonade	Fruit Punch	Iced Tea
Hot Chocolate	Hot Cider	Water

MENU: