

# RED ROCKS COMMUNITY COLLEGE

## FOOD SERVICES - CATERING REQUEST

1. Complete an Official Function Form (***must be approved by VP or President***).
2. Submit this form to the Food Services Office (room 1461) – 72 business hour notice minimum.
3. Food Services will submit an invoice to the Department, authorized ORG owner must sign invoice as “Buyer Signature”.
4. 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: Lakewood Arvada

Contact Person:

Room:

Phone Number:

Set Up Time:

Address:

Time of Event:

State Purchase (tax exempt):      Yes      No

Clearing Time:

Personal Purchase (taxable):      Yes      No

Number of Guests:

**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:**

**For Food Services Only:** Approved: \_\_\_\_\_ Decline: \_\_\_\_\_