



CATERING EVENT ORDER FORM

Cochise Catering

Instructions: Please complete the form in its entirety. Include names of all that attend the event. Attach a separate page if necessary. Meal costs shall not exceed \$25 per person (including tax and gratuity) for breakfast or lunch and \$50 per person for dinner events. Obtain appropriate signatures and forward to Cochise Catering at Sierra Vista or Douglas Campus. **Send a copy to Accounts Payable-Douglas Campus.**

Date of Order:

Campus/Location:

Contact Name:

Phone:

Email:

Event Information		Special Timing Requests		Event Type	
Event Date:		Early Arrival Time:			Pick-up
Event Start Time:		Speaker Time:			Drop Off
Event End Time:		Purpose of the Event (required)			Off Campus
Event Location:					Buffet
Number of Guests:					Served
Employee Names Attending the Event: (Required)		Multiple Service:			President's China
		1 st Service Time:			BBQ
Name(s) & Title(s) of Outside Guests: (Type N/A if none)		2 nd Service Time:			Other
		3 rd Service Time:			

Menu Selections		
Item (attach additional sheets if necessary)	Quantity	Amount
		\$
		\$
		\$
		\$
	TOTAL:	\$

Special Instructions:

Method of Payment						
Budget #1	Fund	Org	Account	Program	Activity	Amount
						\$
Description:						

Budget #2	Fund	Org	Account	Program	Activity	Amount
						\$
Description:						

APPROVAL:

Budget Manager or Supervisor Signature:

Date: