



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

Menu Selections		
Item (attach additional sheets if necessary)	Quantity	Amount
<input type="text"/>		\$
	TOTAL:	\$

Special Instructions:

Method of Payment

Budget #1	Fund	Org	Account	Program	Activity	Amount
	<input type="text"/>	\$				

Description:

Budget #2	Fund	Org	Account	Program	Activity	Amount
	<input type="text"/>	\$				

Description:

APPROVAL:

Budget Manager or Supervisor Signature: Date: