

Catering Request

Pikes Peak State College Southwest Food-service Excellence
(5 Business days minimum notice)

1. Complete an Official Function Form (must be approved by VP or President).
2. Submit this form to the SFE Office or via email ppsc.catering@pikespeak.edu (Aspen Cafe Centennial)
3. SFE will invoice the Department

Requestor Information

Event Information

Date of Request			Date of Event		
Name of Group			Location	Centennial	CHES
Contact Person				Rampart	Downtown
Phone Number			Room		
Address			Set up Time		
State Purchase	Yes	No	Time of Event		
Personal Purchase	Yes	No	Clearing Time		
			Number of Guests		

Beverages

Please mark all that apply. If ordering only drinks, please indicate desired amount.

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

Menu

For SFE Only: **Approved**

Denied