

**NMSU Housing & Residential Life  
Campus Dining Services Ordering Form  
New Mexico State University  
575-646-4802**

Date Requested: \_\_\_\_\_

Event Title: \_\_\_\_\_

Contact: \_\_\_\_\_

Function Day: \_\_\_\_\_

Telephone: \_\_\_\_\_

Function Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Pick-up Time: \_\_\_\_\_

SUPERVISOR/ADVISOR APPROVAL: \_\_\_\_\_

Date: \_\_\_\_\_

DIRECTOR APPROVAL: \_\_\_\_\_

Date: \_\_\_\_\_

**LIST EACH ITEM & QUANTITY OF EACH ITEM ORDERED:**

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
		<b>TOTAL PRICE</b>	<b>\$ _____</b>

***THIS FORM MUST BE TURNED INTO CAMPUS DINING 3 FULL BUSINESS DAYS PRIOR  
TO PICK-UP OF ORDERED GOODS.  
CAMPUS DINING OFFICE HOURS M-F 8:00AM – 4:00PM***