



# ENMU Payment Authorization for Dining Services

Invoice No.: \_\_\_\_\_



**Please submit 10 business days prior to event for best service.**

Originating department/group: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact email: \_\_\_\_\_

Phone number: \_\_\_\_\_ FAX number: \_\_\_\_\_ Station number: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Event name/Purpose: \_\_\_\_\_

Participants (check all applicable participants):

Faculty     Staff     Regent     Public     Other: \_\_\_\_\_

## Acknowledgement

I understand Sodexo catering staff needs a **minimum of 10 business days** before an event in order to adequately prepare. Failure to submit this form with all required signatures to Sodexo **at least three business days** before the event could subject it to cancellation and/or may result in additional catering charges associated with the event.

\_\_\_\_\_  
Requestor signature

\_\_\_\_\_  
Dean/Department head signature

## Accounts and Approvals

Department index and account number to be charged: \_\_\_\_\_ Billing station No. \_\_\_\_\_

\_\_\_\_\_  
Vice president signature

\_\_\_\_\_  
Vice president email

## Catertrax Instructions

1. Complete this document in its entirety making sure to unclude all necessary approval signatures and account information. Incomplete Payment Authorization for Dining Services will no longer be accepted.
2. To order catering services please go to [enmuflavours.catertrax.com](http://enmuflavours.catertrax.com). Existing customers may log in to complete their request. New customers will need to create a customer log in. If going through the line, please order using Catertrax. For assistance please call ENMU Flavours Catering at 575.562.2809.
3. After completing this form and submitting your online order through the Catertrax portal, please send this form to [Donna.Cruz@sodexo.com](mailto:Donna.Cruz@sodexo.com) or fax to 575.572.2173.

**Thank you for assisting ENMU Dining Services in our efforts to reduce paper waste.**

Flavours Catering by Sodexo  
ENMU Station 51 | 1500 S Ave K | Portales NM, 88130  
Phone: 575.562.2809 | Fax: 575.562.2173  
[ENMUFlavours.CaterTrax.com](http://ENMUFlavours.CaterTrax.com)