



2401 Garner Field Road • Uvalde, TX 78801-6221  
Main phone: (830) 278-4401 • Fax: (830) 591-4151  
[www.swtjc.edu](http://www.swtjc.edu)

### Food Services Work Order Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ College Account Number: \_\_\_\_\_

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

Service Type (line, buffet, or waiter served): \_\_\_\_\_

Location: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

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

Menu:

Special Instructions/Information (tablecloths, etc.):

Requested By: \_\_\_\_\_  
Signature Date

Approved By: \_\_\_\_\_  
Director/Division Chair Date

\_\_\_\_\_  
Vice-President Date