



**KIBABII UNIVERSUTY
CATERING DEPARTMENT**

Booking for refreshments, Tea and lunches
(Book 3 days in advance)

PLEASE FILL IN DUPLICATE

Date.....

Name/Department.....

Vote No.....Balance on vote.....

Type of meeting.....

Date of meeting.....Time of meeting.....venue.....

No. of Teas.....No. Of lunches.....

SPECIAL REQUEST

Boiled foods.....vegetarian.....others.....

Name.....sign.....Date.....

Approved by the head of section/Department/Division

.....

Name.....sign.....date.....

CATERING SECTION

Received (catering)

.....sign.....

Date.....Time.....

Cost for tea.....cost for lunch.....

Remarks catering
department.....
.....

Original to catering

Duplicate to finance officer