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**KIBABII UNIVERSUTY**

**HOSPITALITY DEPARTMENT**

**CATERING SECTION**

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………………………………Dat

Approved by the head of section/Department/Division

………………………………………………………………………………………………………………………………………………

Name…………………………………sign……………………………date……………………

**CATERING SECTION** Received (catering) by

……………………………………………………………………..sign…………………………

Date……………………………………………………………Time………………………………

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

Remarks catering department

…………………………………………………………………………………………………………………………………………………………………………….

**Original to catering**

**Duplicate to finance officer**