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**KIBABII UNIVERSITY**

**HOSPITALITY DEPARTMENT**

**CATERING SECTION**

**EXTERNAL BORROWING FORM**

*(TO BE FILLED IN TRIPLICATES)*

**DETAILS OF BORROWER**

DATE……………………………………………..

NAME……………………………………………………ID NUMBER……………………..

MOBILE NUMBER …………………………….. ……………………………………………..

INDIVIDUAL OR ORGANIZATION REQUESTING ………………………………………..

ITEMS REQUESTED FOR:

1. ………………………………………………………………………………………………
2. ………………………………………………………………………………………………
3. ………………………………………………………………………………………………

4 ………………………………………………………………………………………………

5 ………………………………………………………………………………………………

PERIOD REQUESTED FOR ………………………………………………………………………………………………… DATE TO RETURN ………………………………………………………………………………………………

AMOUNT… (IN WORDS)…………………………………….. …………………………….

***(ATTACH COPY OF ID, RECIEPT AND GATE PASS)***

APPROVED BY:

NAME………………………………….SIGN………………………………DATE………….

ISSUED BY……………………………….SIGN………………….DATE…………………

RECEIVED BY………………………….SIGN……………………………….DATE…………………

**OFFICAL USE;**

CONDITION ON RETURN……………………………………………………………………………………………

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

VERIFIED BY……………………………………..SIGN………………………DATE……………………………….

***NOTE: DELAY ON RETURN WILL ATTRACT 30 % PENALTY ON THE TOTAL COST PER DAY.***