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| KIBU -CAT-F -012  |

**KIBABII UNIVERSITY**

**HOSPITALITY DEPARTMENT**

**CATERING SECTION**

**INTERNAL BORROWING FORM DETAILS OF BORROWER**

DATE……………………………………………..

NAME………………………………………………………………………………………………

P/F NO/ REG NO………………………………………………………………………………..

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

 DEPARTMENT REQUESTING …………………………………………………………………

ITEMS REQUESTED FOR:

1. ………………………………………………………………………………………………
2. ………………………………………………………………………………………………
3. ……………………………………………………………………………………………...
4. ………………………………………………………………………………………………
5. ………………………………………………………………………………………………
6. ……………………………………………………………………………………………..

PERIOD REQUESTED FOR ………………………………………………………………………………………………………

DATE TO RETURN………………………………………………………………………………..

APPROVED BY:

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

ISSUED BY

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

RECEIVED BY……………………………………………………….

SIGN……………………………………………….DATE…………………

**OFFICAL USE;**

CONDITION ON

RETURN……………………………………………………………………………………………

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

VERIFIED BY

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