

FACULTY OF NURSING AND PUBLIC HEALTH

Thimphu: Bhutan

(CATERING REQUISITION, APPROVAL AND ORDER FORM)

Committees/Departments (Name)				
Meeting				
Date				
Time				
Participants: -				
Faculty	Staff	Students	Guest	Total
Refreshment and Meal Services		<input type="radio"/> Executive/Official Dinner <input type="radio"/> Working Lunch. <input type="radio"/> Simple Lunch. <input type="radio"/> Refreshment – (5-Items/3 Items/2 Items Snacks). <input type="radio"/> Mineral Water/Juice		
Requisitioned made by: - Name/Designation/Signature		Countersigned by AFS		Approved/Note Approved by Dean

NOTE: -

1. Copy of the same form to be attached with the bill and submission to Faculty Accounts by Faculty Cafeteria Management.
2. Verification by Requisitioner accordingly and payment process by Faculty Accounts.