### FACULTY OF NURSING AND PUBLIC HEALTH

**(CATERING REQUISITION, APPROVAL AND ORDER FORM)**

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| --- |
| **To,****The Administration Section,****Faculty of Nursing and Public Health.**Please kindly arrange to provide the following catering service as mentioned below: - |
| **Committees/Departments** |  |
| **Meeting** |  |
| **Date** |  |
| **Time** |  |
| **Participants: -** |
| **Faculty** | **Staff** | **Students** | **Guest** |  | **Total** |
|  |  |  |  |  |  |
| **Refreshment and Meal Services** | **O Executive/Official Dinner** **O Working Lunch.****O Simple Lunch.****O High Tea and 5 items Snack.** **O Tea with 3 items Snacks.** **O Tea with 2 Items Snacks.** **O Mineral Water** |
| **Requisitioned made by: -** | **Remark from the Accounts Section: -** | **Remark from the Administration Section: -** |
| **Name…………………………………………..****Signature……………………………………..****Date……………………………………………** |  |  |
| **Approved/Not Approved by: -**  **Signature: - ……………………………….** **Approval Date: - ………………………….**  **Remarks, if any: - ……………………………………………………………………..**  |
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**NOTE: -**

* **Copy of the same form to be attached with the bill and submission to Faculty Accounts**

 **by Faculty Cafeteria Management.**

* **Verification by Requisitioner accordingly and payment process by Faculty Accounts.**