



**KAIMOSI FRIENDS' UNIVERSITY  
CATERING SERVICES – FUNCTIONS**

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**BOOKING FOR REFRESHMENTS, TEAS AND LUNCHES**

**(BOOK 3 DAYS IN ADVANCE) To be filled in triplicate**

Name/Department: .....

Date of meeting: .....

Type of meeting.....Time of meeting.....Venue of meeting.....

Finance: Vote No: ..... Balance on vote:.....Sign.....

Teas: No..... Lunches: No.....

Special Requests ie.Boiled Food No:.....Vegetarian No.....Time.....

**Head of Section/Department/Division-convener of the meeting**

Name..... Mobile No.....Sign.....Date:.....

**Approval by: ag. DVC (F P& D) /ag. DVC (A&SA)/ Reg Admin**

Name..... Mobile No.....Sign:.....Date:.....

Cost for:

Tea.....Lunch.....Total amount.....

**Remarks (Catering Department)**

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Name.....Sign.....Date:.....

Original to Catering/Duplicate to convener/Triplicate to Finance Office (attach invoice)