

Kingsborough Community College – Official Food Order Form

Submit your event form to Events Management at least ten (10) business days before the event.

Your Information:

Requisition/ PO number: _____

Name: _____ Office: _____
 Title: _____ Phone: _____
 Department/Organization Name: _____

Event Information:

Name of Event: _____
 Purpose: _____
 Date: _____ Start Time: _____ End Time: _____
 Location: _____ Number of People: _____

Funding Source: *what is the source of funds for your food order? Please select one box and identify the account.*

- | | |
|--|---|
| <input type="checkbox"/> College Funds (Tax Levy) | <input type="checkbox"/> KCC Foundation |
| <input type="checkbox"/> KCC Association | <input type="checkbox"/> KCC Research Foundation |
| <input type="checkbox"/> KCC Auxiliary Enterprises, Inc. | <input type="checkbox"/> Other (<i>ex. Personal Funds</i>): _____ |

Source of Funds (Account Name/ Number): _____

Food Order: Enter your food selection and provide the total amount for your order. Attach an additional form if more space is needed. *If you received a Quote from Panda House, please attach it to your submission.*

	Food Item	Quantity	Price per Unit	Total cost per Item
<i>Total</i>				\$

Approvals: *Note: only orders funded from the Association require the Director of Student Life's approval.*

Requested by (Name & Title): _____ Date: _____

Department/ Advisor Approved Signature: _____ Date: _____

Print Name & Title of Department/ Advisor: _____

Director of Student Life Approval: _____ Date: _____

Payment Office Approval: _____ Date: _____

The payment office approval person depends on the funding source selected above. Ex: Association approver is Kim Sanchez

Events Management
Date Order Received: _____ *Reviewed by:* _____ *Forwarded to Panda House on:* _____