

KINGSBOROUGH COMMUNITY COLLEGE ASSOCIATION

Food Order Form for Student Clubs/Organizations

Forms should be submitted to C-123 at least 5 business days prior to event. Please print neatly.

Club: _____ Student/Requester's Name: _____

Requester's Position: _____ Requester's Phone: _____ Mail Code: SL Telephone Ext.: 5597

FOOD ITEM <small>*Please attach additional page if more lines are needed.</small>	QUANTITY	PRICE PER UNIT	TOTAL
TOTAL EXPENDITURE			

Name of Event: _____ Expected No. of People: _____

Event Date: _____ Location: _____ Start Time: _____ End Time: _____

Purpose of Event: _____

Source of Funds _____

Club Officer Signature: _____ Date: _____

Club Officer Name (print): _____ Title: _____

Club Advisor Signature: _____ Date: _____

Club Advisor Name (print): _____

Approved By: _____ Date: _____
Director of Student Life

Approved By (KCC Association – room A209): _____ Date: _____

Order Received by Events Management (Room V114) on: _____

Reviewed and initialed by: _____ Forwarded to Panda House on: _____