**Food Order Form for Faculty and Staff**

*THIS FORM MUST BE TYPED. PLEASE SEE ATTACHED INSTRUCTIONS.*

Requisition No. ______________

Please check appropriate box:
- College Funds □
- KCC Association □
- KCC Auxiliary Enterprises, Inc. □
- KCC Foundation □

### FOOD ITEM

(If more space is needed attach a separate piece of paper to this form)

<table>
<thead>
<tr>
<th>FOOD ITEM</th>
<th>QUANTITY</th>
<th>PRICE PER UNIT</th>
<th>TOTAL COST PER ITEM</th>
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**TOTAL EXPENDITURE**

$ ______________

Requester's Name: ________________________________

Title: ___________________________  TELE. EXT. ______________  Office: ___________________________

Mail Code: ___________________________

Name of Event: _____________________________________________

Purpose of Event: ___________________________________________

Date of Event ___________  Start Time: ________  End Time: ________

Location of Event: ___________________________  Expected No. of People: ___________

Source of Funds: ___________________________

Requested By: ___________________________  Date: ___________

Approved By: ___________________________  Date: ___________

(type name and title here ___________________________)

Approved By ___________________________  Date: ___________

Dean, Office of Student Life

Approved By: ___________________________  (KCC Association)

Order received by Events Management on ________________

Reviewed and Initialed by ________________  Forwarded to Panda House on ______