

**KINGSBOROUGH COMMUNITY COLLEGE**  
**Official Food Order Form for Faculty and Staff**

12/2016

Requisition No. \_\_\_\_\_

Please check appropriate box:

College Funds

KCC Association

KCC Auxiliary Enterprises, Inc. xxx

KCC Foundation

KCC Research Foundation

FOOD ITEM (IF MORE SPACE IS NEEDED ATTACH A SEPARATE PIECE OF PAPER TO THIS FORM)	QUANTITY	PRICE PER UNIT	TOTAL COST PER ITEM
<b>TOTAL EXPENDITURE</b>			<b>\$</b>

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: _____ No. of People: _____

Source of Funds: \_\_\_\_\_

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

(Type Approver's name and title here ( \_\_\_\_\_ ))

Approved By \_\_\_\_\_ Date: \_\_\_\_\_ (For Association Expenditures)  
 Dean, Office of Student Life

Approved By: \_\_\_\_\_ (Payment Office)

Order received by Events Management on _____
Reviewed and Initialed by _____ Forwarded to METRO on _____