KINGSBOROUGH COMMUNITY COLLEGE
Official Food Order Form for Faculty and Staff
Requisition No. ______________

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

<table>
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<tr>
<th>FOOD ITEM (IF MORE SPACE IS NEEDED ATTACH A SEPARATE PIECE OF PAPER TO THIS FORM)</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: ____________ 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: ____________________________________________ Date: ____________ (Payment Office)

Order received by Events Management on ____________
Reviewed and Initialed by ____________ Forwarded to Panda House on ____________