Official Food Order Form for Faculty and Staff

Requisition No. ____________

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

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: ________

(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 ____________