

Kingsborough Community College – Official Food Order Form

Submit your event form to Events Management at least ten (10) business days before the event.

Your Information:

PO number: _____

Name: _____

Office: _____

Title: _____

Phone: _____

Department/Organization Name: _____

Event Information:

Name of Event: _____

Purpose: _____

Date: _____ Start Time: _____ End Time: _____

Location: _____ Number of People: _____

Funding Source: what is the source of funds for your food order? Please select one box and identify the account.

☐ College Funds (Tax Levy)

☐ KCC Foundation

☐ KCC Association

☐ Research Foundation

☐ KCC Auxiliary Enterprises, Inc.

☐ Other (ex. Personal Funds): _____

Source of Funds (Account Name/ Number): _____

Food Order: Enter your food selection and provide the total amount for your order. Attach an additional document if more space is needed. *If you received a Quote from Panda House, please attach it to your submission.*

Food Item	Quantity	Price per Unit	Total cost per Item
Total			\$

Approvals: **Note:** only orders funded from the Association require the Director of Student Life's approval.

Requested by (Name & Title): _____ Date: _____

Department/ Advisor Approved Signature: _____ Date: _____

Print Name & Title of Department/ Advisor: _____

Director of Student Life Approval: _____ Date: _____

Payment Office Approval: _____ Date: _____

The payment office approval person depends on the funding source selected above. Ex: Association approver is Kim Sanchez.

Events Management

Date Order Received: _____

Reviewed by: _____

Forwarded to Panda House on: _____

Last update: LM /9/2024