

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. ☐

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: _____

(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 Panda House on _____