



**ALUPE UNIVERSITY  
CATERING DEPARTMENT**

Booking for refreshments, Tea and lunches  
(Book 3 days in advance)

**PLEASE FILL IN DUPLICATE**

Date.....  
Name/Department.....  
Type of Meeting.....  
Date of Meeting.....Time of Meeting.....Venue.....  
No. of Teas.....No. Of lunches.....

**SPECIAL REQUEST**

Boiled foods.....vegetarian.....others.....  
Name.....sign.....Date.....  
Approved by the head of section/Department/Division

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Name.....sign.....Date.....

**Approvals**

Vice Chancellor.....Date.....  
Deputy Vice Chancellor (DVC/ARSA).....Date.....  
Deputy Vice Chancellor (DVC/AFD).....Date.....  
Date.....Time.....  
Cost for tea.....cost for lunch.....

Remarks catering department

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**Original to catering  
Duplicate to finance officer**

