

**PARO COLLEGE OF EDUCATION
ROYAL UNIVERSITY OF BHUTAN
PARO: BHUTAN**

Catering Requisition, Approval and Order Form

Date:- _____

Catering Item Selection

(Tick the item required)

- ☐ Tea & Snacks
(Biscuit/Momo/Sandwich/Singra/Shamday/Desi)
- ☐ Lunch / Breakfast / Dinner (Item wise)
- ☐ Lunch / Dinner (Buffet)
- ☐ Refreshment

Catering Quantity

- ☐ Number of Heads _____
- ☐ Frequency in a day _____
- ☐ Catering Date _____
- ☐ Number of days (if Applicable) _____

Amount / Purpose of Catering

- ☐ Approximate Amount Nu _____
- ☐ Budget Head _____
- ☐ Purpose _____

Catering order Requisition by:

- ☐ Name _____
- ☐ Designation _____

- ☐ Signature: _____

Catering Proposal Approval

☐ By Director
Approved / Not Approved:

- ☐ Signature: _____
- ☐ Approval Date: : _____
- ☐ Remarks, If any _____

Catering order to Cafeteria

To: Proprietor
Sam Norling Restaurant (College Cafeteria)
PCE Paro

-As per the approval, kindly cater the items selected for the quantity indicated at your quoted rate.

By Administration:

Signature: _____

Date: _____

Note:-

- Copy of the same form to be attached with the bill and submission to college accounts by college cafeteria Management
- Verification by Requisitioner accordingly and payment process by college accounts