

Catering Requisition, Approval and Order Form

Date:-

Catering Item Selection

(Tick the item required)

- Tea & Snacks
(Biscuit/Momo/Sandwich/Singra/Shamday/Desi/
Pakora)
- 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:- _____
- 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
Hastey Restaurant (Rinpung Campus)
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