



KAIMOSI FRIENDS UNIVERSITY (KAFU)

Tel: 0773040235
E-mail: catering@kafu.ac.ke
Website: www.kafu.ac.ke

P. O. Box 385
Kaimosi - 50309
Kenya

CATERING DEPARTMENT

CATERING SERVICES – FUNCTIONS BOOKING FOR REFRESHMENTS, TEAS AND LUNCHES (BOOK 3 DAYS IN ADVANCE) Please fill in triplicate

Name/Department:

Date of meeting:

Type of meeting.....Time of meeting.....Venue of meeting.....

Finance: Vote No: Balance on vote:.....Sign.....

Teas: No..... Lunches: No.....

Special Requests ie.Boiled Food No:.....Vegetarian No.....Sign.....Time.....

Approval by Head of Section/Department/Division

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Name:.....Mobile No:.....Sign:.....Date:.....

CATERING DEPARTMENT

Receiver (Catering.....Sign.....Date.....Time.....

Cost for

Tea.....Lunch.....Total amount.....

Remarks (Catering Department)

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Name:.....Sign:.....Date:.....

Original to Catering/Duplicate to convener/Triplicate to Finance Office (attach invoice)