KINGSBOROUGH COMMUNITY COLLEGE

Official Food Order Form for Faculty and Staff

Requisition No. Please check appropriate box: **College Funds** □ **KCC** Association □ KCC Auxiliary Enterprises, Inc. xxx College Funds □ KCC Foundation □ **KCC Research Foundation QUANTITY** FOOD ITEM (IF MORE SPACE IS PRICE PER TOTAL COST PER **UNIT ITEM** NEEDED ATTACH A SEPARATE PIECE OF PAPER TO THIS FORM) TOTAL EXPENDITURE Requester's Name: Tele. Ext. _____ Title: _____ Office: _____ Name of Event: Purpose of Event: Start Time: _____. End Time: _____ Date of Event ____ Location of Event:_____ No. of People:____ Source of Funds: Requested By:_____ **Date:** _____ Approved By: **Date:** _____ (Type Approver's name and title here _____ ______ Date: _____ (For Association Expenditures) Approved By ___ Dean, Office of Student Life _____(Payment Office) Approved By:_____ Order received by Events Management on ____

Reviewed and Initialed by _____ Forwarded to Panda House on _____