

CATERING REQUISITION (for food provided by Canteen)

Event: _____

Date: _____

Time & location: _____

No of people: _____

Requirements:

Requested by: _____

Budget (name): _____

Budget (code): _____

Authorised by: _____

Finance Dept Confirmation: _____

Please pass the completed form to Finance, who will arrange for a copy to be passed to the kitchen. (The kitchen require 5 working days notice of your requirements)

Tea, coffee, biscuits etc are provided for meetings by the Premises team and the Event/Meeting Booking Form (yellow) should be completed for this.