

## MEETING REFRESHMENT REQUEST FORM

ADMINISTRATIVE DEPARTMENT

☐ INTERNAL ☐ EXTERNAL ☐ OTHERS \_\_\_\_\_

DEPARTMENT			DATE REQUESTED		
PURPOSE OF MEETING			DATE OF MEETING		
			NUMBER OF ATTENDEES:		
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT
GRAND TOTAL					

ADD-ON: ☐ DELIVERY FEE \_\_\_\_\_ ☐ OTHERS \_\_\_\_\_

GRAND TOTAL

PREPARED BY	ENDORSED BY	APPROVED BY
<p><b>Employee's Signature</b> (Signature over Printed Name)</p> <p>DATE SIGNED:</p>	<p><b>Immediate Superior</b> (Signature over Printed Name)</p> <p>DATE SIGNED:</p>	<p><b>Finance &amp; Accounting Director</b> (Signature over Printed Name)</p> <p>DATE SIGNED:</p>