

MEETING REFRESHMENT REQUEST

INTERNAL EXTERNAL OTHERS									
DEPARTMENT		DATE R	EQUESTED						
PURPOSE OF MEETING		DATE C	F MEETING						
		NUMBE	R OF ATTENDEES:						
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT				
GRAND TOTAL									
ADD-ON: DELIVERY FEE OTHERS									
	GRAND TOTAL								
PREPARED BY	ENDORSED BY		APPROVED BY						
Employee's Signature (Signature over Printed Name)	Immediate Superior (Signature over Printed Name)		PRESIDENT / VICE-PRESIDENT						
DATE SIGNED: BMI-FORM-ADM-004	DATE SIGNED: DATE SIGNED:								

INTERNAL



EXTERNAL

OTHERS

MEETING REFRESHMENT REQUEST FORM

ADMINISTRATIVE DEPARTMENT

DEPARTMENT			DATE RE	QUESTED					
PURPOSE OF MEETING	G		DATE OF MEETING						
			NUMBER	OF ATTENDEE	5:				
DESCRIPTION			QTY	UNIT	UNIT COST	TOTAL AMOUNT			
GRAND TOTAL									
ADD-ON: Delivery fee OTHERS									
GRAND TOTAL									
PREPARED BY	ENDORSED BY		Δ	PPROVED BY					
Employee's Signature (Signature over Printed Name)	Immediate Superior (Signature over Printed Name)			PRESIDENT / VICE-PRESIDENT					
DATE SIGNED:	DATE SIGNED:			DATE SIGNED:					