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**RESIDENTIAL AND SERVICES DEPARTMENT**

**FINANCE DIVISION**

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

Level 2 & 3, Central Complex, P.O BOX 10, 50728 Kuala Lumpur.

Tel: 03-61964781/4782 Fax: 03-61964861 Email: rsd@iium.edu.my

**REFRESHMENT ORDER FORM**

Applicant’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_H/P No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor of Program :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_H/P No./Ext.No:\_\_\_\_\_\_\_\_\_ \_

***For students society program only***

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Staff/Matric No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

K/C/D/I : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organiser : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Day of Event : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of operator : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of services : \*Buffet/Packed food/Pre set/Served

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Details of Menu** | **No. of pax.** | **Price (RM)** | **Total** |
|  |  |  |  |  |

Applicant’s Signature: Approved by Officer in Charged

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 (Signature & official stamp)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Please delete whichever is not applicable

**SOP: REFRESHMENT ORDER BY K/C/D/I**

|  |  |  |
| --- | --- | --- |
| Responsibility | Description | Detail Procedure |
|  | All K/C/D/I | All K/C/D/I and student society are required to submit the Refreshment Order form to the caterer with attachment:1. Student Society
2. Program Approval Letter
3. Approved proposal – to be transparent on the catering / refreshment budget approved
4. K/C/D/I
5. Purchase Order
6. To follow up the payment after 14 working days with Finance Division (Payment Unit)
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