



MACHAKOS UNIVERSITY

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ADMINISTRATION, PLANNING AND FINANCE)

MEAL BOOKING FORM

DEPARTMENT.....

DESCRIPTION OF MEETING

DATE REQUIRED.....

TIME.....

VENUE.....

NUMBER OF PEOPLE.....

MEALS REQUIRED:

BREAKFAST:

10 O'CLOCK TEA:

LUNCH: :

4 O'CLOCK TEA:

REQUESTING OFFICER..... SIGN..... DATE.....

CATERING (For Costing): Total cost (Kshs.)..... SIGN/ STAMP.....

FINANCE/VOTE BOOK (For committing) VOTE -HEAD.....

VOTE BALANCE.....

APPROVED (DVC-APF): SIGN..... DATE:

NOTE: Meal booking form to be filled, attach the notice of the meeting or any support document and forwarded to the Catering unit/University hotel 24 hours before the meeting starting time to allow proper planning for effective and efficient services. Cancellations' should be done six hours before the required time, failure to adhere 100 percent shall be charged on the same.

