



SOUTH EASTERN KENYA UNIVERSITY
DIRECTORATE OF CATERING AND ACCOMMODATION SERVICES
GUEST HOUSE/CAFETERIA REQUISITION FORM FOR TEA/SNACKS AND LUNCH

To be filled by Section Heads at least seven (7) days before the day when the service is required.

(Tick where applicable)

S/N	MEAL	NO OF PAX	UNIT COST KSHS.	TOTAL COST KSHS.
1.	Tea		40.00	
2.	Black coffee		40.00	
3.	Chocolate		50.00	
4.	Andazi		25.00	
5.	Arrow roots		80.00	
6.	Sweet potatoes		80.00	
7.	Boiled egg		25.00	
8.	Pancake		25.00	
9.	Sausage		50.00	
10.	Samosa		40.00	
11.	Ripe Banana		10.00	
12.	Melon wedge		30.00	
13.	Lunch per plate		300.00	
14.	Buffet lunch		600.00	
15.	Mineral water (Dasani / Quencher)		60.00	
16.	Soda (300 ml)		50.00	
	TOTAL			

Date of the Meeting.....Time Venue.....

Name of Head of School/Department/Section.....

Signature..... Date:

Finance Section (Vote book)

Does the account have enough money to pay for the service(s) requested for? YES/NO

Checked by: Name.....Signature..... Date.....

Catering and Accommodation Services

Deputy Vice Chancellor – FPD: Approved/not approved.....

Signature: Date:

Director Catering and Accommodation Services: Date:.....

Head, CAS IGU: Date: