Kingsborough Community College– Official Food Order Form

Submit your event form to Events Management at least ten (10) days before the event.

<u>Your Information:</u>   *Requisition/ PO number:* _____

Name:_____   Office:_____

Title: _____   Phone Number of People: __

<u>Funding Source:</u> what is the source of funds for your food order? Please select one box and identify the account.

- College Funds (Tax Levy)
- KCC Association
- KCC Auxiliary Enterprises, Inc.

- KCC Foundation
- KCC Research Foundation
- Other (ex. Personal Funds): _____

Source of Funds (Account Name/ Number): _____

<u>Food Order:</u> Enter your food selection and provide the total amount for your order. Attach an additional form if more space is needed. *If* you received a Quote from Panda House, please attach it to your submission.

Food Item	Quantity	Price per Unit	Total cost per Item

	Total $

Approvals

_____ Date: _____

Print Name & Title of Department/ Advisor: _____

Director of Student Life Approval: _____ Date: _____

Payment Office Approval: _____ Date: _____