

Approval
 30/6/2022



SOUTH EASTERN KENYA UNIVERSITY
DIRECTORATE OF CATERING AND ACCOMMODATION SERVICES
CAS INCOME GENERATING UNITS REQUISITION FORM FOR TEA/SNACKS AND
LUNCH

This form should be filled by section head at least seven (7) days before the day of the requested service

This is to request for (Tick where applicable)

CODE NO	MEAL	NO OF PAX	UNIT COST KSHS.	TOTAL COST KSHS.
1.	Tea		40.00	
2.	Chocolate		60.00	
3.	Andazi		40.00	
4.	Arrow roots		80.00	
5.	Sweet potatoes		80.00	
6.	Boiled egg		40.00	
7.	Pancake		50.00	
8.	Sausage		60.00	
9.	Samosa		50.00	
10.	Ripe Banana		10.00	
11.	Melon wedge		50.00	
12.	Lunch per plate		300.00	
13.	Buffet lunch		600.00	
14.	Mineral water		60.00	
15.	Soda (300 ml)		50.00	
16.	Soda (500ml)		80.00	
TOTAL				

Meeting Details

Date of the Meeting:

Time:

Venue:

Name of Dean/Director/chair of Department / Head of 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: