



**KAIMOSI FRIENDS' UNIVERSITY COLLEGE**  
(A Constituent College of Masinde Muliro University of Science and Technology)

Tel: 0773040235  
E-mail: [catering@kafuco.ac.ke](mailto:catering@kafuco.ac.ke)  
Website: [www.kafuco.ac.ke](http://www.kafuco.ac.ke)

P. O. Box 385  
Kaimosi - 50309  
Kenya

**CATERING DEPARTMENT**

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**CATERING SERVICES – FUNCTIONS**  
**BOOKING FOR REFRESHMENTS, TEAS AND LUNCHES**  
**(BOOK 3 DAYS IN ADVANCE) Please fill in triplicate**

Name/Department: .....

Date of meeting: .....

Type of meeting.....Time of meeting.....Venue of meeting.....

Finance: Vote No: ..... Balance on vote:.....Sign.....

Teas: No..... Lunches: No.....

Special Requests ie.Boiled Food No:.....Vegetarian No.....Sign.....Time.....

**Approval by Head of Section/Department/Division**

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Name:.....Mobile No:.....Sign:.....Date:.....

**CATERING DEPARTMENT**

Receiver (Catering.....Sign.....Date.....Time.....

**Cost for**

Tea.....Lunch.....Total amount.....

**Remarks (Catering Department)**

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Name:.....Sign:.....Date:.....

**Original to Catering/Duplicate to convener/Triplicate to Finance Office (attach invoice)**