POORNIMA COLLEGE OF ENGINEERING

E21B

REQUISITION FOR ON CAMPUS MEAL

We are organizing program with following details:

Organizing Department & Institute:				
Coordinator Name:			Mobile No.:	
Program name:				
Venue:				
Starting Date:			End Date:	
No. of Days:				
Type	Breakfast	Lunch	Refreshment	Dinner
No. of Persons				

Food Type:

A) Regular Mess Food   B) A + Extra Sweet + Salad + Papad

C) Any Other Item:

……………………..........   ……………………..........   ……………………..........   ……………………..........

Signature of Coordinator   **Signature of HOD/Dean**   **Signature of Registrar**

Communicated to Mess In-charge on Date: ………...............……. Time: ………………

For Use of Mess In-Charge

Noted in Diary (Comment if Any)	
Remark/Approval by Registrar	

Signature of Mess In-charge   **Signature of Registrar**
with Date   **with Date**

Note:

1)   Booking of Breakfast/ Lunch/ Refreshment/ Dinner shall be communicated to the concerned authorities at least 3 days prior to the date of event.

   All such bookings will be entertained only by filling up E-21(B).

2)   Category of Breakfast/ Lunch/ Refreshment/ Dinner shall be specified.