

KALAMAZOO VALLEY COMMUNITY COLLEGE
FOOD SERVICES REQUISITION

INSTRUCTIONS:

1. Complete all areas of this form by typing or printing in ink.
2. Use one form for each event.
3. Contact Food Service Director at Ext.: 4103
4. Arrange for service, including quantity, item, price, etc.
5. Submit all copies to the Food Services Director after receiving appropriate signature.

Contact Name: _____ Ext.: _____ Date: _____

KVCC
Activity/Function: _____

Attendees: _____

_____ Date and Time
Delivery Location: _____ of Function: _____

Index Code: _____

Quantity	Item	Unit Cost	Total Cost

Other specifications: _____

Approved by: _____ Date: _____
Administrator/Budget Supervisor

_____ Date
_____ Canteen, Inc.

DISTRIBUTION BY FOOD SERVICE DIRECTOR:
White/Yellow/Pink - Food Service Director
Goldenrod - Originator