Version No.: 00 Revision No.: 00 Effective Date: 1st July 2022 Workstation: FSD



- Please delete whichever is not applicable-







AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY CENTRE FOR FOUNDATION STUDIES

REFRESHMENT ORDER FORM

Applicant's Name	÷			
Designation	: Staff / Matric No.:			
K/C/D/I	: E-mail:			
Contact No. 1	: Contact No.2:			
Programme Name	•			
Organiser	:			
Date/Day of Event	: Time :			
Venue	1			
Name of Caterer	1			
Type of services : *Buffet / Packed food / Pre-set / Served				
No. D	etail of Menu	No. of pax.	Price (RM)	Total
* If the space provided is i	insufficient, please attach a congrete	list as appondi		
If the space provided is insufficient, please attach a separate list as appendix				
Applicant's Signature:		Approved by:		
		Officer in Charge (Signature & Official Stamp) Date :		

PROCESS FLOW HOW TO USE 'REFRESHMENT ORDER FORM'

