

# INSTITUTE OF NANO SCIENCE AND TECHNOLOGY

## MOHALI

### REQUISITION FORM

(Breakfast/Lunch/Dinner for official purposes)

Name of the Indenter						
Details of meeting						
Date & Time of meeting	Date :			Time :		
Venue						
Menu Choices	<u><b>Breakfast</b></u> Menu-1: Aloo Paratha (2 Nos), Dahi, Pickle, Banana (1 No), Tea Menu-2: Bread, Butter, Boiled Egg (2 Nos) Banana, Tea					
	<u><b>Lunch/ Dinner:</b></u> Menu-1: General Menu of the day Menu-2: General Menu of the day + Chicken + Sweet (1 Pc)+ice cream Menu-3: General Menu of the day + Paneer+ Sweet (1 Pc)+ice cream					
requests for food additional food items , if any <u>(Subject to the special Approval, this will be billed extra)</u>	For breakfast			Sign of HoO		
	For Lunch					
	For Dinner					
Date	Breakfast		Lunch		Dinner	
	Menu choice	No of Guests	Menu choice	No of Guests	Menu choice	No of Guests

Source of Fund: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Contact No. \_\_\_\_\_

Approved / Not Approved

Head of Office (HoO)

Indenters must submit the duly approved form to Canteen Committee at least two days prior to the meeting/event.