



**RESIDENTIAL AND SERVICES DEPARTMENT
 FINANCE DIVISION
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**
 Level 2 & 3, Central Complex, P.O BOX 10, 50728 Kuala Lumpur.
 Tel: 03-61964781/4782 Fax: 03-61964861 Email: rsd@iium.edu.my

REFRESHMENT ORDER FORM

Applicant's Name : _____ H/P No: _____

Advisor of Program : _____ H/P No./Ext.No: _____
For students society program only

Designation : _____ Staff/Matric No.: _____

K/C/D/I : _____

Programme Name : _____

Organiser : _____

Date/Day of Event : _____ Time: _____

Venue : _____

Name of operator : _____

Type of services : *Buffet/Packed food/Pre set/Served

No.	Details of Menu	No. of pax.	Price (RM)	Total

Applicant's Signature: _____

Approved by Officer in Charged _____

(Signature & official stamp)

Date: _____

Date: _____

Tel. No.: _____

Tel. No.: _____

- Please delete whichever is not applicable

SOP: REFRESHMENT ORDER BY K/C/D/I

Responsibility	Description	Detail Procedure
	All K/C/D/I	<p>All K/C/D/I and student society are required to submit the Refreshment Order form to the caterer with attachment:</p> <ul style="list-style-type: none"><li data-bbox="608 421 1310 562">i- Student Society<ul style="list-style-type: none"><li data-bbox="703 456 1050 490">a) Program Approval Letter<li data-bbox="703 495 1310 562">b) Approved proposal – to be transparent on the catering / refreshment budget approved<li data-bbox="608 600 943 667">ii- K/C/D/I<ul style="list-style-type: none"><li data-bbox="703 636 943 667">a) Purchase Order<li data-bbox="608 705 1342 772">iii- To follow up the payment after 14 working days with Finance Division (Payment Unit)