



**RESIDENTIAL AND SERVICES DEPARTMENT  
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

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**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 : \_\_\_\_\_

<b>Programme Name :</b>			
<b>Organiser :</b>			
<b>Date of Event :</b>		<b>Day of Event:</b>	
<b>Time :</b>		<b>Venue :</b>	
<b>Source of Fund :</b>			
<b>Account Code :</b>			

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 Head of Department (K/C/D/I/O/M) : \_\_\_\_\_

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(Signature & official stamp)

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

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

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

\*Please delete whichever is not applicable

**Note : Please refer to standard rate for refreshment stipulated in the IIUM Finance Division Circular effective 01.11.2024.**