

UNIVERSITY OF KALYANI



REQUISITION SLIP FOR FOOD

(Food items will be supplied against this requisition slip strictly. No verbal or telephonic communication in this regard will be entertained)

Name and Designation of the person who are sending the requisition slip		
Name of the Department		
Purpose of requisition		
Name and quantity of food items requisitioned. (Separate sheet may be enclosed under the signature and stamp of the concerned authority)	Name of the food items	Quantity of the food items
Name of the Venue in which the food item will be supplied		
Date and time of delivery the food items		

Date: _____

Time: _____

Full signature of the concerned Head of the Department/
Centres/ Section-in Charge/ Superintendent with seal

Received and agreed
General Manager, Cognition Reality Pvt. Ltd.
With Seal

(This requisition slip must be enclosed with the bills submitted subsequently by the concerned Head to the Finance Officer)