

**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
INFORMATION TECHNOLOGY DIVISION
REFRESHMENT ORDERING FORM**

Caterer : _____
 Venue : _____
 Purpose / Name of Event : _____
 Date & Time (Duration) : _____
 Please state your reason for adhoc event (if any) : _____

DESCRIPTION	REFRESHMENT DETAILS	NO. OF PACK	TOTAL (RM)
MEETING			
Staff Meeting	Breakfast or Tea Break (RM3)		
Management Meeting	Breakfast or Tea Break (RM3)		
UTICTEC Meeting	Breakfast or Tea Break (RM3)		
ICT Committee Meeting	Breakfast or Tea Break (RM3)		
IT Coordination Meeting	Breakfast or Tea Break (RM3)		
SPECIAL EVENT			
ISO Internal Audit	Breakfast (RM3) / Lunch (RM5)		
ISO SIRIM Audit	Breakfast (RM3) / Lunch (RM5)		

Requested by : _____

Date: _____

Signature/Official Stamp

I affirm that the above information is correct and rates are as per university approval rate.

Recommended by Team Leader : _____

Approved by SAD, ARIFe: _____

Signature/ Official Stamp
Date:

Signature / Official Stamp
Date:

Notes :

- All application must be submitted to staff Incharge (ARIFe) at least 3 days before the function's date.
- Kindly submit the form together with supporting document (proposal paper, invitation letter/ E-mail, etc.)