



COIMBATORE INSTITUTE OF TECHNOLOGY
(A Government Aided Autonomous Institution affiliated to Anna University, Chennai)
Coimbatore – 641 014

CIT Hostel – Food / Refreshment requisition form

Date:

1. Name of the Department:
2. Name of the Faculty / Staff In-charge :
3. Mobile Number of the Faculty / Staff In-charge:
4. Name of the Programme/ Event:
5. Date of the Programme/ Event :
6. Venue of the Programme/ Event :

Kindly supply the following items for our Programme/ Event:

Sl. No. / Date	Breakfast / Lunch / Dinner / Morning snacks / Evening snacks	Items name	Quantity (nos)	Time of supply

Signature of the Faculty/
Staff In-charge

Head of the Department

Note : *request for food / refreshments should be sent 2 days in advance
*if the above table is not sufficient to fill kindly attach additional sheet with the same table format

For Hostel Office use only

1. Indent Ref. No.:
2. Receiver Name & Signature:
3. Received Date & Time:
4. Hostel Mess Name & contact No.: Mr. P. Sabhapathi Pandian – 88254 07442