

MARINE INSTITUTE REQUISITION FOR FOOD SERVICES



MARINE INSTITUTE

Requests for services can only be processed if:

- (a) FOAPAL number is provided;
- (b) Requisition is signed by authorized personnel;
- (c) Five (5) business days notice is given; (so that approval may be received from Finance and the Executive Director);
- (d) List of attendees is attached.

PARTICULARS FOR FUNCTION

Date: _____ Time: _____ Place: _____

Nature of Function: _____ No. of People _____

Purpose and Benefit to Institute: _____

Sandwiches	[]	Soup	[]	Tea	[]
Fruit	[]	Juice	[]	Coffee	[]
Hot Meal	[]	Wine	[]	Dessert	[]
Other	[]	Beer	[]		
Pick-up	[]	Delivery	[]		

School/Organization and FOAPAL Number to be charged: _____

Requested by: _____ Date of Request: _____

Price Per Person \$ _____ Total \$ _____

Authorized Signature: _____ Finance Approval: _____

Executive Director Approval: _____

CAFETERIA USE ONLY

Materials and Supplies or FOAPAL Costs _____

HST _____

Labour _____

HST _____

TOTAL _____

Verified by: _____

Date: _____