



# AKAL UNIVERSITY TALWANDI SABO

## REQUISITION FOR MESS SERVICES

1. Name of the Function/Activity/Meeting: \_\_\_\_\_

\_\_\_\_\_

2. Organizing Department/Committee : \_\_\_\_\_

3. Date(s) and Timings of Activity : \_\_\_\_\_

4. Requirement of Mess Services :	Breakfast	Lunch	Dinner
a. Number of Persons invited for			
b. Additional Menu Requirements (Items in addition to regular menu)	i. _____ ii. _____ iii _____ iv _____	i. _____ ii. _____ iii _____ iv _____	i. _____ ii. _____ iii _____ iv _____

5. Tea arrangements from Mess:	Morning Tea	Afternoon	Evening
a. Number of Persons invited for			
b. Time of serving Tea			
c. Additional Menu Requirements (Items to be served with Tea)	i. _____ ii. _____ iii _____	i. _____ ii. _____ iii _____	i. _____ ii. _____ iii _____

6. Details of Stay Requirements :	Date	No of Persons

Submitted for kind approval of Honble Vice-Chancellor

Signature of Department Incharge/Head

(Approved/Not Approved)

**(Vice-Chancellor)**