



**RESIDENTIAL AND SERVICES DEPARTMENT**  
**FINANCE DIVISION**  
**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**  
Level 2 & 3, Central Complex, P.O BOX 10, 50728 Kuala Lumpur.  
Tel: 03-61964781/4782 Fax: 03-61964861 Email: [rsd@iium.edu.my](mailto:rsd@iium.edu.my)

**REFRESHMENT ORDER FORM**

Applicant's Name : \_\_\_\_\_ H/P No: \_\_\_\_\_

Advisor of Program : \_\_\_\_\_ H/P No./Ext.No: \_\_\_\_\_  
*For students society program only*

Designation : \_\_\_\_\_ Staff/Matric No.: \_\_\_\_\_

K/C/D/I : \_\_\_\_\_

Programme Name : \_\_\_\_\_

Organiser : \_\_\_\_\_

Date/Day of Event : \_\_\_\_\_ Time: \_\_\_\_\_

Venue : \_\_\_\_\_

Name of operator : \_\_\_\_\_

Type of services : \*Buffet/Packed food/Pre set/Served

No.	Details of Menu	No. of pax.	Price (RM)	Total

Applicant's Signature: \_\_\_\_\_

Approved by Officer in Charged \_\_\_\_\_

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(Signature & official stamp)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

- Please delete whichever is not applicable

**SOP: REFRESHMENT ORDER BY K/C/D/I**

Responsibility	Description	Detail Procedure
	All K/C/D/I	<p>All K/C/D/I and student society are required to submit the Refreshment Order form to the caterer with attachment:</p> <ul style="list-style-type: none"><li data-bbox="608 421 1310 562">i- Student Society<ul style="list-style-type: none"><li data-bbox="703 456 1050 490">a) Program Approval Letter</li><li data-bbox="703 495 1310 562">b) Approved proposal – to be transparent on the catering / refreshment budget approved</li></ul></li><li data-bbox="608 600 943 667">ii- K/C/D/I<ul style="list-style-type: none"><li data-bbox="703 636 943 667">a) Purchase Order</li></ul></li><li data-bbox="608 705 1342 772">iii- To follow up the payment after 14 working days with Finance Division (Payment Unit)</li></ul>