

Event Refreshments Request Form

Event Details

- **Event Name:** _____
 - **Event Date:** ____ / ____ / ____
 - **Event Time:** _____
 - **Venue:** _____
 - **Organizer Name:** _____
 - **Contact Number:** _____
 - **Email ID:** _____
-

Refreshments Required (Please specify quantity and any special requirements)

- **Tea/Coffee:** _____
 - **Water Bottles:** _____
 - **Snacks:** _____
 - **Soft Drinks:** _____
 - **Other (please specify):**

-

Budget Approval

- **Estimated Budget: ₹** _____
 - **Approved By:** _____
 - **Approval Date:** ____ / ____ / ____
-

Logistics and Arrangements

- **Vendor Name (if applicable):** _____
- **Delivery Time:** _____
- **Additional Notes:**

Declaration I confirm that the above request is accurate and necessary for the event. I take responsibility for ensuring the refreshments are utilized appropriately.

Signature: _____

Date: ____ / ____ / ____

For Office Use Only

- **Request Approved By:** _____
- **Date:** ____ / ____ / ____
- **Items Provided:** [] Yes [] No
