



Royal University of Bhutan

RUB/REG/ADM/-04/

### ORDER FORM (Meal/Refreshment)

Name of the Department/Division/Unit: \_\_\_\_\_

Name of the Orderer: \_\_\_\_\_

Purpose: \_\_\_\_\_

Venue (Meeting/Program/Activity): \_\_\_\_\_

Date of the Meeting/Program/Activity: \_\_\_\_\_

Sl.No	Particulars/Name of Item	Quantity	Serving Time	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Dated signature of the Orderer: \_\_\_\_\_

Dated Signature of the Administrative Officer: \_\_\_\_\_

Order Form/RUB