



RHODES UNIVERSITY
Where leaders learn

ORDER NO

FUNCTIONS / EVENTS TEA REQUEST

Residential Operations – Conferencing ● E-mail: catering@ru.ac.za ● Tel 046 603 8129
Functions – Charmaine Avery ● Tel 046 603 8558 / 082 801 2391 (5132)

Event	
Event Organiser	
Department	
Tel/Cell	
Account Code	

CATERING REQUIREMENTS

MORNING TEA (1)		MORNING TEA (2)		AFTERNOON TEA (3)	
Date		Date		Date	
Time		Time		Time	
Numbers		Numbers		Numbers	
Venue		Venue		Venue	
Cost		Cost		Cost	
Requirements:		Requirements:		Requirements:	
Tea/Coffee/Rooibos		Tea/Coffee/Rooibos		Tea/Coffee/Rooibos	
Juice		Juice		Juice	
Sandwiches		Sandwiches		Sandwiches	
Scones		Scones		Scones	
Muffins		Muffins		Muffins	
Biscuits		Biscuits		Biscuits	
Cake		Cake		Cake	
OTHER		OTHER		OTHER	

FOR OFFICIAL USE

1	Catering Amount	R
2	Overtime Charges	R
3		
	Total Amount	R
	IDO No	

SIGNATURE

DATE