Date: ……………………………………..

To

The Proprietor

Paksam Restaurant & Bar

Pelkhil Lam; Phuentsholing

Contact # 17502775/17845991

**Sub:** **Catering Requisition/Order**

1. Tea………………………………………………………………. Cups
2. Coffee…………………………………………………………… Cups
3. Momo…………………………………………………………… Plates
4. Biscuit/Cake/Samosa.……………………………………..Pkts/Nos.
5. Suja & Dresi/Shamdrey… .………………………………Cups
6. Mineral Water (Big/Small)………..Bottles………….Cartoons
7. Working Lunch/Dinner…………………………………...Heads

Served for the ………………………………………………. meeting convened on…………………..at………… Hrs. in PT Conference Hall/Dasho Thrompon’s Chamber/Executive Secretary’s Chamber/EOC Hall/Others.

**Requisition submitted by:**

**(Name, Designation & Signature)**

**Section/Division**

**Approved by:**