

Department of Telecom.

**Requisition for refreshment**

Manager, SB Canteen may arrange to supply following items at.....(time) on..... (date) in Room No..... O/o.....

	<u>ITEMS</u>	<u>Qty</u>
1.	Tea without Biscuit	- _____
2.	Tea with Biscuit	- _____
3.	Coffee	- _____
3.	Cold Drink	- _____
	(during summer)	
4.	Soup	- _____
	(during winter)	

signature  
with stamp

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