

Order Form for Lunch / Cafeteria Tickets

Event Name:	
Event Date:	
Funds Centre that is charged:	
Budget Holder:	

For the before mentioned event I herewith would like to order the number of

_____ Lunch Tickets at the price of EUR 9,50 each = EUR _____
_____ Cafeteria Tickets at the price of EUR 4,00 each = EUR _____

With my signature on this order form I herewith agree that the total amount is debited directly from my budget mentioned above. I acknowledge that the Lunch and Cafeteria Tickets have the value of real money and are under my responsibility. I agree that EMBL shall not be liable to any theft, lost or damage of the tickets after I obtained them.

Date

Signature Budget Holder

The tickets have the sequential number from 2019-_____ to 2019-_____ (Lunch Tickets)

The tickets have the sequential number from 2019-_____ to 2019-_____ (Cafeteria Tickets)

[to be filled in by Petty Cash].

Total amount debited: EUR _____

Order submitted with:

Signature Petty Cash

Tickets received and correctness checked:

Date

Signature recipient