



**Name:** Budget Control – Requisition for Catering Services  
**Policy Number:** 4-2001  
**Origin:** Financial Services  
**Approved:** 1 March 1993  
**Issuing Authority:** Director, Financial Services  
**Responsibility:** Manager, Financial Planning  
**Effective Date:** 1 September 2007  
**Revision Date(s):** 1 August 1994  
1 September 2007

---

**PURPOSE:**