|  |  |
| --- | --- |
| **Unit:**{{UNIT\_NAME}}  **Part:**{{DEPARTMENT\_OR\_ADDRESS}} | **Model No. 03 - TT**  **(Issued according to Circular No. 133/2016/TT-BTC dated August 26, 2016 of the Ministry of Finance)** |

**APPROVAL REQUEST**

*Day {{DAY}} month {{MONTH}} year {{YEAR}}*

Number: {{NUMBER}}

***Dear:*** *{{RECIPIENT}}*

My name is: {{REQUESTOR\_NAME}}

Department (or Address): {{REQUESTOR\_TITLE}}

Request to advance the amount: {{AMOUNT}} (Write in words) {{AMOUNT\_TEXT}}

Reason for advance:{{REASON}}  
Payment term:{{DEADLINE}}

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager** *(Signed, fullname)* | **Chief accountant** *(Signed, fullname)* |  | **The person requesting the advance** *(Signed, fullname)* |

{{SIGNATURE}}