

REQUESTED BY		DEPARTMENT			
PURPOSE		DATE REQUESTED			
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT
GRAND TOTAL					
REMARKS:					
PREPARED BY		ENDORSED BY		APPROVED BY	
<div>Employee's Signature <small>(Signature over Printed Name)</small></div> <div>DATE SIGNED:</div>		<div>Immediate Superior <small>(Signature over Printed Name)</small></div> <div>DATE SIGNED:</div>		<div>Finance &amp; Accounting Director <small>(Signature over Printed Name)</small></div> <div>DATE SIGNED:</div>	

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