

PURPOSE OF SERVICE					
DATE OF SERVICE		DATE REQUESTED			
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT
GRAND TOTAL					
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>PRESIDENT / VICE-PRESIDENT</div> <div>DATE SIGNED:</div>		

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