

OTHER 3RD PARTY SERVICES

ADMINISTRATIVE DEPARTMENT

| PURPOSE OF SERVICE | | | | | | | | |
|---|---------|---|--|-----|--------------|--------|----------------|--------------|
| DATE OF SERVICE | | DATE REQUESTED | | | | | | |
| DESCRIPTION | | | | QTY | UNIT | | UNIT COST | TOTAL AMOUNT |
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| | | | | | | | GRAND TOTAL | |
| PREPARED BY | | ENDORSED BY | | | APPROVED BY | | | |
| Employee's Si | gnature | | Immediate Superior (Signature over Printed Name) | | | PRESID | ENT / VICE-PRE | SIDENT |
| Employee's Signature (Signature over Printed Name) DATE SIGNED: | | (Signature over Printed Name) DATE SIGNED: | | | DATE SIGNED: | | | |
| MI-FORM-ADM-008 | | | | | | | | |



OTHER 3RD PARTY SERVICES FORM

ADMINISTRATIVE DEPARTMENT

| PURPOSE OF SERVICE | | | | | | | | | |
|--|---|-------------|--|--|--|------|-------------|--------------|--|
| DATE OF SERVICE | | | | DATE REQUESTED | | | | | |
| DESCRIPTION | | | | QTY | | UNIT | UNIT COST | TOTAL AMOUNT | |
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| | | | | | | | GRAND TOTAL | | |
| PREPARED BY | | ENDORSED BY | | APPROVED BY | | | | | |
| | | | | | | | | | |
| Employee's Si (Signature over Print | Immediate Superior (Signature over Printed Name) DATE SIGNED: | | | PRESIDENT / VICE-PRESIDENT DATE SIGNED: | | | | | |
| BMI-FORM-ADM-008 | | | | | | | | | |