

REQUESTED BY		DATE REQUESTED:	
DEPARTMENT		POSITION:	
DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
GRAND TOTAL			
RECIEVED BY:	ENDORSED BY:	APPROVED BY:	
	<input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	<input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED	
Employee's Signature <small>(Signature over Printed Name)</small>	Immediate Superior <small>(Signature over Printed Name)</small>	KATHLEEN REYES, MHM, DBA Chief Operating Officer	
DATE SIGNED:	DATE SIGNED:	DATE SIGNED:	

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