

REQUESTED BY		ACTIVITY			
ACCOUNT		DATE REQUESTED		DATE RELEASED	
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT
GRAND TOTAL					
TOTAL EXPENSES: _____ CASH ADVANCES: _____ DUE TO: _____		CANVASS AT: _____ _____ _____			
PREPARED BY	ENDORSED BY	APPROVED BY	VERIFIED/APPROVE BY		
<b>Employee's Signature</b> (Signature over Printed Name) DATE SIGNED:	<b>Team Leader</b> (Signature over Printed Name) DATE SIGNED:	<b>National Sales Director</b> (Signature over Printed Name) DATE SIGNED:	<b>Accounting Head</b> (Signature over Printed Name) DATE SIGNED:		

BMI-FORM-SLS-007

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