

## **Company Header**

Address

## ROUTING SLIP

Description	<u>:</u>				
Department : (Originatin				g Branch)	
Date	From	То	Signature	Action Required	Remarks
	G.M.				
	Exec. Asst. G.M.	G.M.			
4 1 2004			manager-it		
4 Jan 2021 3 Feb 2021		FINANCE MARKETING	1611482352026 manager-it 1613208137204		
Legend:  1. Approval/ Signature 2. Appropriate Action 3. Comment/Recommend 4. Study/Investigate 5. Rewrite/Redraft/Retype				<ul><li>6. Dispatch/ Forward/ File</li><li>7. Notation/Information</li><li>8. Disseminate</li><li>9. Please Print</li></ul>	