TIPM-OSA-025

*Revision Status/Date: 3/2019 June 17*

**Privacy Consent**

I understand and agree that by filling-out this form I am allowing the Technological Institute of the Philippines (T.I.P.) to collect, use, and disclose my personal information for Working Fund/Disbursement Request and to store it as long as necessary for the fulfillment of the stated purpose in accordance with applicable laws, including the Data Privacy Act of 2012 and its Implementing Rules and Regulations, and the T.I.P. Privacy Policy. The purpose and extent of collection, use, sharing and disclosure, and storage of my personal information was explained to me.

### **TECHNOLOGICAL**

### **INSTITUTE OF THE**

### **PHILIPPINES**

## 

## REQUEST FOR WORKING FUND / DISBURSEMENT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Council / Recognized Student Organization

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Madam:

We would like to request for a ( ) Working Fund ( ) Disbursement in

the amount of P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be used for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Activity / Affair) (Date of Activity)

|  |  |
| --- | --- |
| PARTICULARS | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

T O T A L P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please make check payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Note: A financial report/statement duly supported by official receipts must be submitted one week after the conduct of the activity

Requisitioned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council/ RSO Treasurer

Recommending Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head, Office of Student Affairs

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Academic Affairs

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## REQUEST FOR WORKING FUND / DISBURSEMENT

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|  |  |
| --- | --- |
| PARTICULARS | Amount |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

(Activity / Affair) (Date of Activity)

T O T A L P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Head, Office of Student Affairs

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Academic Affairs