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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | DD/MM/YYYY | | **Reference** | | SALES/SEPT/<sl. No> | |
| **Initiated by** | <Name> | | **Department** | | <Dept> | |
| **Subject** |  | | **Purpose** | |  | |
| **Amount** (If Applicable) |  | | | | | |
| <Notes> | | | | | | |
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| **Attachment** |  | | | | | |
| **Comments** |  | | | | | |
| **Remark** | ☐ **APPROVED - with in limit**  **☐ APPROVED - but above the limit, Discuss and proceed**  **☐ DISCUSS FOR FUTURE** | | | | | |
| **Signature** | Signature    **Accountant** | Signature    **Department Head** | | Signature    **CFO Approval** | | Signature  **CEO Approval** |