



OFFICE NOTE

To: General Manager
From: IT Department
Subject: **Approval for Server Upgrade**

1. Proposal

We need to upgrade the servers.

2. Justification

Current servers are slow.

3. Financial Implications

Item	Amount (INR)
Server Hardware	5,00,000
Total	5,00,000

4. Recommendation

The proposal is recommended for approval as it is within the delegated powers of the authority.

Initiated By:

Approved By:

John Doe
Manager

Jane Smith
General Manager
Date: _____