

**REQUEST FOR RELEASE OF BUDGET**

College/Department: \_\_\_\_\_  
 Name of Program \_\_\_\_\_  
 Project/Activity \_\_\_\_\_  
 Date of Conduct \_\_\_\_\_  
 Venue: \_\_\_\_\_

DATE FILED: \_\_\_\_\_  
 DATE NEEDED: \_\_\_\_\_

**PARTICIPANTS/PERSONS INVOLVED:**

**PLS. MAKE CHECK PAYABLE TO:**

PARTICULARS:	BREAKDOWN	BUDGET
Food (Charge Slip No. ____ attached)	_____	_____
Transportation (Pls. attach permit to use vehicle)	_____	_____
Supplies (Supply Requisition No. ____ attached)	_____	_____
_____	_____	_____
_____	_____	_____
Others: _____	_____	_____
	<b>TOTAL</b>	-

REQUESTED BY: \_\_\_\_\_  
 \_\_\_\_\_ ( Head of Office )

NOTED BY: \_\_\_\_\_  
 \_\_\_\_\_ Division Head

RECOMMENDING APPROVAL: \_\_\_\_\_  
 \_\_\_\_\_ Director, HRMO  
 (For Employees Seminars & Training, etc.)  
 \_\_\_\_\_ Office of Academic Affairs  
 (For activities involving students & faculty members)

*for Accounting Office use only*

Verified by: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
 \_\_\_\_\_ Vice-President for Financial Affairs & Treasurer

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**PARTICIPANTS/PERSONS INVOLVED:**

**PLS. MAKE CHECK PAYABLE TO:**

PARTICULARS:	BUDGET
Food	-
Transportation:	_____
_____	-
Acommodation:	_____
_____	-
Others: _____	_____
	<b>TOTAL</b>
	-

REQUESTED BY: \_\_\_\_\_  
 \_\_\_\_\_ ( Head of Office )

NOTED BY: \_\_\_\_\_  
 \_\_\_\_\_ Division Head

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Verified by: \_\_\_\_\_  
 Remarks: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
 \_\_\_\_\_ Vice-President for Financial Affairs & Treasurer

