### REQUEST FOR RELEASE OF BUDGET

**Aquinas University of Legazpi**

**Office of Financial Affairs**

- **College/Department:**
- **Name of Program:**
- **Project/Activity:**
- **Date of Conduct:**
- **Venue:**

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>BREAKDOWN</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>(Charge Slip No. ____ attached)</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>(Pls. attach permit to use vehicle)</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>(Supply Requisition No. ____ attached)</td>
<td></td>
</tr>
<tr>
<td>Others:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

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**Requested By:**

**Noted By:**

**Recommending Approval:**

Verified by: _______________________
Remarks: _______________________

**Approved By:**

Vice-President for Financial Affairs & Treasurer

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<tr>
<td>Transportation</td>
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<tr>
<td>Acommodation:</td>
<td></td>
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<td>Others:</td>
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**Total**

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