



To	<i>President</i>	Date	/ /
CC	Accounting Section		
From			
	Please approve the payment of		

Please payment on date /...../.....

Please pay by

☐ **1. Cash** : Name_____

☐ **2. Cheque** : Name_____

☐ **3. Transfer** : Name_____ Account No. _____

☐ **4. Corporate card** : Bank_____ No. _____

Remark : _____

..... Requestor Date...../...../.....	 Department Manager Date...../...../.....	 Accounting Manager Date...../...../.....	 Approve by President Date...../...../.....
--	---	---	---