



HRP CPEKCN"UGTXKĒGU'CWJ QTK GF "UK P CVWTG'HQTO

Hqt"Ceeqpwu'Rc{cdrg."Rtqewtgo gpv("Eqptcev'Ugtxlegu."cpf "VtcxgriCeeqpwvpi

F gr ctwo gpvP co g _____ Rgtkqf "qh'cwj qtk cvkqp Lwn("3."422; "/"Lwp"52."4232

F gr v'K *u+ _____ Kpvgtko "Rgtkqf "qh'cwj qtk cvkqp" *h'cr r ncedrg+ _____ vj _____

*cwcej "cf f kklqpcn'uj ggu'h'pgeguuct{ +

A. Petty Cash <small>Vj g'hqmny lpi 'lpf kxf wcn'o c{ "cwj qtk g'Rgw('Ecu("g(r gpf kwt gu0</small>		
V{r g"qt"Rtkp'P co g	Y qtnkpi "Vkrq	Uki pcwtg
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

B. Direct Pay Requests/Invoices <small>Vj g'hqmny lpi 'lpf kxf wcn'o c{ "cr r tqxg'lpqxlegu'hqt'r c{ o gpv't gegkr v'qh'i qqf u'qt'ugt'xlegu." nqf i lpi "ci tggo gpw."o wulecpu."rgewtgtu."gve0'CPF "F kgev'Rc{ "Tgs wgu/hqto u"*o go dgtuj k'u." uwduetk vqpu."hko "tgpvcu."gve00</small>		
V{r g"qt"Rtkp'P co g	Y qtnkpi "Vkrq	Uki pcwtg
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____

C. Procurement & Contract Services <small>Vj g'hqmny lpi 'lpf kxf wcn'o c{ "cr r tqxg'urq'uqwtgldtcpf "lwn'kccvqpu."cwj qtk g'Qhleg'O cz" ceegu."cpf "qt'cr r tqxg'r tqewtgo gpv'ectf "ucvgo gpw0'Rtqewtgo gpv'etgf k'ectf "Scr r tqxkpi " qh'lekrf'o wu'dg'c'j ki j gt "cwj qtk("j cp'ectf j qif gt0</small>		
V{r g"qt"Rtkp'P co g	Y qtnkpi "Vkrq	Uki pcwtg
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

D. Travel Accounting <small>Vj g'hqmny lpi 'lpf kxf wcn'o c{ "cwj qtk g'v'c'xgri'g(r gpf kwt gu0</small>		
V{r g"qt"Rtkp'P co g	Y qtnkpi "Vkrq	Uki pcwtg
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

Kegt'wh("j cv'j g'cdqxg'uki pcwtgu'ctg"j qug"qh'j g'r gtuppu'lpf kccv(cpf "ctg'cwj qtk gf "q'cr r tqxg'j g'cdqxg'v'c'puce'vqpu0		
F gcp F gr v'Ej ct Icfo kplut'v'xg"J gcf "v' r g"qt'r tkp'pco g+ _____	Uki pcwtg _____	F cvg _____
*o wu'dg'c'j ki j gt "cwj qtk("qh'cml'lpf kxf wcn'h'ugf "cdqxg+		