



Letter No.

Date:

NOTE FOR SANCTION OF EXPENDITURE

Section I. Proposal

1. Name of Activity:
2. Budget (Balance) Available: Nu.
3. Estimated Cost: Nu.
4. Mode of Execution:
5. Balance in Stock**:
6. Justification/Rationale:

Head of Unit

Section II: Verification:

1. Availability of Budget Appropriation:
2. Ref. to Delegation of Financial Power:
3. Any other remarks:

Head of Finance Section

Section III: Recommendation

Head of AFD

Section IV: Approval

Sanctioning Authority

****Add Copies to In case of Procurements Only*