



PART II

To: \_\_\_\_\_ via EO/F (for noting funding commitment after approval)  
Subject Officer (Name and Post)

The above entertainment is approved\* / not approved\*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Officer (Name and Post): \_\_\_\_\_

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PART III (To the Finance Office for payment processing after the entertainment)

To: EO/F via \_\_\_\_\_ File Ref: \_\_\_\_\_  
Supervising Officer (Name and Post)

Please refer to the approval in Part II and the attached duly certified invoice\* / receipt\* and arrange payment\* / reimbursement\* as follows:

Amount in figures: \_\_\_\_\_

Amount in words: \_\_\_\_\_

Full name of payee: \_\_\_\_\_ (HKID No. \_\_\_\_\_ )  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subject Officer (Name and Post): \_\_\_\_\_

\* Delete as appropriate.