

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): _____

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.