 **PAYMENT REQUISITION NOTE**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit: |  | Payee: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Account Name* | *Account Code* | *Invoice No. / Analysis Code* | *Description* | *Amount (HK$)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total: |  |

|  |  |
| --- | --- |
| **Remarks:** |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prepared by** |  |  |  | **Approved by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: Post: Date:  |  |  |  | Unit HeadDate: |

*Notes:*

1. *Please state the information in the remarks if any for the attention of Finance Office:*
	1. *Special cheque handling request such as ‘Urgent Payment’ and ‘Cheque To Be Dispatched By Unit’.*
	2. *Specified project code, course or programme involved for the payment.*
	3. *The assigned registered number of Minor F&E.*

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|  |  |  |
| --- | --- | --- |
| **Finance Office Use Only** | *Actions* | *Checked* |
| 1. Received by the FO on
 | 1st ( ); returned on( ); 2nd( ) |  |
| 1. Provided Purchase Order / Letter of Acceptance?
 | 🞏 Yes / 🞏 Not requested as under Direct Purchase🞏 No, return PRN on ( ) |  |
| 1. Authorized to Direct Purchase?
 | 🞏 Yes 🡪 If value > $15K, or waiver of quotation under FRP 14.27, Unit to provide 1. 🞏 approved PR;
2. 🞏 approved QR;
3. 🞏 order confirmation (e.g. acceptance of quotation);
4. 🞏 delivery note (if any);
5. 🞏 verified invoice

🞏 No, return PRN on ( ) |  |
| Match quotation and tender requirement (FRP 14.16) |  |