 **PAYMENT REQUISITION NOTE**

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

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

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

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

*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) |  |