

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 Head _____
Date: _____

Notes:

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

Finance Office Use Only	Actions	Checked
1. Received by the FO on	1 st () ; returned on () ; 2 nd ()	
2. Provided Purchase Order / Letter of Acceptance?	<input type="checkbox"/> Yes / <input type="checkbox"/> Not requested as under Direct Purchase <input type="checkbox"/> No, return PRN on ()	
3. Authorized to Direct Purchase?	<input type="checkbox"/> Yes → If value > \$15K, or waiver of quotation under FRP 14.27, Unit to provide <ol style="list-style-type: none"> i) <input type="checkbox"/> approved PR; ii) <input type="checkbox"/> approved QR; iii) <input type="checkbox"/> order confirmation (e.g. acceptance of quotation); iv) <input type="checkbox"/> delivery note (if any); v) <input type="checkbox"/> verified invoice <input type="checkbox"/> No, return PRN on ()	
	Match quotation and tender requirement (FRP 14.16)	