**REQUEST FOR AVPAS APPROVAL**

Date :

Institute/Department : Student Development

Requested for Approval by:

Marie Lenore N. delos Santos

Coordinator, SDev

Endorsed/Recommended for Approval by:

Joeven R. Castro

Director, SDev

**I. Request**

Approval for the \_\_\_\_\_\_\_\_ activity and use of venue

**II. Purpose**

**TITLE:**

**Theme:**

**Date:**

**Venue:**

**Time:**

**III. Budget Allocation- (Amount in words)** – charged to \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSE ITEM** | **QUANTITY** | **UNIT COST** | **SUBTOTAL** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **GRAND TOTAL** | | |  |

**IV. Additional Funds**: None

**V. Justification:**

**VI. Attachment (s)**

Project proposal from (proponent, president and others; noted by adviser, program head and dean)

**VII. Cheque Preparation/Payable**: None