 Division …………………….....................

 Tel. i + 70 - …………………..

**No.** 78.381. ..../.................

**Date** ………………………………..

**Subject** Request approval for project/activity principles (annual regular missions) .................................

**Dear**

 According to the division of .............................................. has been allocated a budget for the implementation of the project/activity (Annual regular mission) .............................Name of the project/activity is ................................................................. . According to the Strategic Expenditure Budget Plan No. ............ fund.................... Fiscal year………….

 In this regard, requesting approval for the principle to carry out the project/activity (normal mission of the year). .... Total amount.....................Baht (...................-letters-.................) The form has been attached. MUKA-QD-15 Project/Activity (Annual regular mission) for further consideration

 Please be informed accordingly for approval of the above mentioned, will be very appreciated.

Signature : .................................................. Signature : ..................................................

 (....................................................................) (....................................................................)

position................................................................. Head of..............................

 Date .........../.............../............... Date .........../.............../...............

🗖 Approve 🗖 disapproved

(.....................................................)

.........................................................................

Date……/…………./………..

**(2) For Finance and Procurement**

Budget details

Compensation amount..................... bath

Cost amount..................... bath

Material cost amount..................... bath

Durable articles amount..................... bath

Renovation/Building amount..................... bath

(.....................................................)

.........................................................................

Date……/…………./………..

**(1) For policy and planning officers**

In line with the strategic issue No.........................

Organization name........................ code.................

In line with the strategic issue No.........................

Organization name........................ code.................

Fund 🗖 Money budget.............................

🗖 Earn money....................................

🗖 Other................................................

(Ms.Mananya Nukhao)

Head of Planning and Quality

Development Division

Date……/…………./………..

coordinator............................................

**Budget invoice in ERP system**

Compensation/Usage..............................................

Material cost..............................................................

Equipment/building..................................................