

HARAMAYA UNIVERSITY
FINANCE AND BUDGET DIVISION

Date _____

From _____ Department _____

I need birr _____ to acquire only the following items with reasonable price.

1. _____
2. _____
3. _____
4. _____
5. _____

Purpose _____

I promise to settle the amount (IOU) _____

Applicant Signature

Approval F.B.D. head