



MARINE ENVIRONMENT & RESOURCES FOUNDATION, INC.

U.P. MSI BLDG., Velasquez St., UP Diliman, Quezon City

CREDIT CARD USE REQUEST

Date:

Dr. Maria Vanessa B. Rodriguez
President
Marine Environment and Resources Foundation
UP MSI Bldg., Velasquez St.
U.P. Diliman, Quezon City

Dear Dr. Rodriguez

I would like to request permission to use the MERF corporate credit card to pay for the following:

The total cost is _____ . I will pay this amount from the funds of my

Project Entitled: _____ which is

Funded by: _____

I will pay the bill no later than 1 month after use of credit card.

Please find attached pertinent documents related to the purchase.

Thank you very much.

Very truly yours,

Name and Signature

(For MERF to fill up)

Credit Card Name: _____ Status of Transaction: Failed Successful

Date and Amount of Transaction: _____

Name and Signature of Project Employee: _____

MERF Staff Present during the transaction: _____

(Signature over Printed Name)