

Sample of note to order taxi voucher booklets

To: SBFH (Cashier's Office)
From: XXX (originating division)
Subject: Taxi Chit Booklets

Please issue (number) booklets of taxi chits to (acronym) and transfer the internal costing allocation directly to the following coding:

RC _____ CC _____ LOBJ 0912.

I accept responsibility for the safekeeping, distribution and proper use of these chits.

(Name) is the designated officer to pick up the taxi booklets and sign for their receipt.

Director, XXX