

**THE UNIVERSITY OF THE WEST INDIES
UNIVERSITY CENTRE
OFFICE OF FINANCE**

GRANT FOR BOOKS AND OTHER PROFESSIONAL MATERIALS DISBURSEMENT FROM (WIGUT Category)

TO: STAFF BENEFITS SECTION – OFFICE OF FINANCE

FROM:

DATE:

EMP. NO:

<u>CATEGORY</u>	<u>VALUE</u>
(a) Books, Journals etc.
(b) Subscription / Membership Fees
(c) Computer Hardware and Software
(d) Other Professional Materials
TOTAL	\$.....

JUSTIFICATION (For items in category (d) indicate intended usage)

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Kindly pay the sum indicated as per attached receipt(s)/proforma invoice(s) subject to the Amount available in my grant.

With thanks.