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## TRANSLATION APPROVAL FORM

1. DOCUMENT(S) TO BE TRANSLATED:

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2. LANGUAGES OF TRANSLATION:

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3. NUMBER OF WORDS (IN SOURCE LANGUAGE) AND COST:

4. STATE PURPOSE OF TRANSLATION:

5. DETAILS OF REQUESTING OFFICER:

*Name:* *Signature:* *Date:*

6. AVAILABILITY OF FUNDS (FINANCE & ADMINISTRATION OFFICER):

AVAILABLE  NOT AVAILABLE

*GL Account* *Cost Center* *Profit Center* *Fund Center*

*Balance of funds:*

*Name:* *Signature:* *Date:*

7. APPROVAL BY SUPERVISOR:

APPROVED - BUDGET LINE: NOT APPROVED

*Name* *Signature* *Date:*

**8. TRANSLATOR & TRANSLATION INFORMATION**

**TRANSLATOR:**

**CONTRACT REFERENCE:**

**DATE OF TRANSMISSION:**

**TRANSLATED DOCUMENTS RECEIVED ON:**

**9. REMARKS**