| Requisition Type | Award/Prize | Conference/Seminar | Rental/Lease | Specialized Institution | Payment Honorarium | POC/Inside | Support | Research | Project/Grant | Travel/Expenses | Accommodation | Fees | Personnel | Other | Benefits | Amendments | Time Limit | Type of Expenses | Documentation | Reason for Payment | Signature(s) | Notes |
|------------------|-------------|--------------------|-------------|------------------------|-------------------|------------|----------|----------|----------|--------------|----------------|--------------|------|----------|-------|---------|------------|------------|----------------|------------|--------------|-------------|------|
|                   |             |                    |             |                        |                   |            |          |          |          |              |                |              |      |          |       |         |            |            |                |            |              |              |      |
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**Notes:**
- **Award/Prize:** Payment made to individuals or organizations that have achieved notable accomplishments or have contributed to a specific field.
- **Conference/Seminar:** Payment for participation in conferences or seminars. The documentation may include a conference program, registration fee, and any hotel or meal expenses.
- **Rental/Lease:** Payment for the rental or lease of equipment, supplies, or property. The documentation should include a rental agreement and any necessary receipts.
- **Specialized Institution:** Payment for services provided by specialized institutions. The documentation should include a contract or agreement and any necessary receipts.
- **Payment Honorarium:** Payment for professional services provided by individuals. The documentation should include a contract or agreement and any necessary receipts.
- **POC/Inside:** Payment to internal employees. The documentation should include a timesheet or a statement indicating the work performed.
- **Support:** Payment for general support services. The documentation should include a service agreement or a statement indicating the services rendered.
- **Research:** Payment for research activities. The documentation should include a research proposal or a statement indicating the research conducted.
- **Project/Grant:** Payment for project or grant-related expenses. The documentation should include a project plan or a statement indicating the activities performed.
- **Travel/Expenses:** Payment for travel-related expenses. The documentation should include a travel itinerary and any necessary receipts.
- **Accommodation:** Payment for hotel or housing expenses. The documentation should include a hotel receipt and any necessary receipts.
- **Fees:** Payment for fees or charges. The documentation should include a fee schedule or a statement indicating the fees charged.
- **Personnel:** Payment for personnel services. The documentation should include a timesheet or a statement indicating the work performed.
- **Other:** Payment for miscellaneous expenses. The documentation should include a statement indicating the expenses incurred.
- **Benefits:** Payment for benefits. The documentation should include a benefit plan or a statement indicating the benefits provided.
- **Amendments:** Any amendments or changes to the payment. The documentation should include a record of the amendments.
- **Time Limit:** The time limit for the payment. The documentation should include a statement indicating the time limit.
- **Type of Expenses:** The type of expenses for which payment is being made. The documentation should include a list of expenses.
- **Documentation:** Any additional documentation required for the payment. The documentation should include a record of the documentation.
- **Reason for Payment:** The reason for the payment. The documentation should include a statement indicating the reason.
- **Signature(s):** The signature(s) of the authorizing individual(s). The documentation should include a record of the signatures.
- **Notes:** Any additional notes or comments. The documentation should include a record of the notes.