

Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO

:

The MANAGER

Financial Services Department

FROM

:

The MANAGER

Operations Department

SUBJECT

REPLENISHMENT OF WORKING FUND

DATE

August 25, 2021

Relative to the memorandum of Mr. Donille D. Gorosin, request processing of the Replenishment of Working Fund for the period August 04-16, 2021 for the Operation Sector of Cebu Field Office.

Attached are supporting documents for your references.

Atty. MARIA TERESA C. ALVAREZ









Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR

: ATTY. MARIA TERESA C. ALVAREZ

Manager, Operations Department

FROM

: DONILLE D. GOROSIN

SDO

Cebu Field Office

SUBJECT

: Replenishment of Working Fund

DATE

: August 17, 2021

Respectfully forwarding herewith the replenishment of my working fund in the amount of Twenty-Nine Thousand, Three Hundred Ninety-Eight Pesos & 47/100 Only (₱ 29,398.47) for the period covered from August 04 to 16, 2021 for the Operation Sector

Enclosed are the supporting documents and summary for your reference, and hope you will find them in order.

Thank You

DONILLE D. GOROSIN

Encl: a/s



As of August 04 to 16, 2021

SUMMARY OF EXPENSES

PARTICULARS WORKING FUND Less: This Replenishment June 25 to July This Replenishment July 04 to 12, This Replenishment July 13 to 17, This Replenishment July 21 to 28, This Replenishment July 29 to Aug This Replenishment August 04 to	2021 2021 2021 gust 02, 2021		Amount 150,000.00 - 30,410.13 - 22,333.99 - 19,853.18 - 30,994.45 - 18,538.74 - 27,088.73 780.78
BALANCE			
Due to Home Office-BIDR Travelling Expense - Local Gasoline, Oil and Lubricants Water Expense:	421 751 761		3,479.76
CFO Dalaguete Beach Park Office Supplies Expense Other Supplies Expense	766 755 765		1,991.25
Communication Expense:	771		200.00
Postage & Deliveries Landline Telephone	771 772 773		1,800.00
Mobile Internet Electricity Expense	774 767		3,358.40
Repairs & Maintenance of Motor Vehicle Repairs & Maintenance of Gov't. Facilities Repairs & Maintenance of Office Building Taxes Duties and Licenses Other Maintenance and Operating Expenses Repairs & Maintenance of Office Building Rent Expenses Medical Supplies Expenses TOTAL EXPENSES Total Available Balance	841 815 811 891 969 811 782 760	2	2,569.06 16,000.00 29,398.47 780.78

Brokendown as Follows:

6,000.15 Cash in Bank 5,219.37 Cash on Hand 780.78

Donille Gorosin SDO