

## Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

May 18, 2021

### **MEMORANDUM**

FOR .

**RODOLFO E. ANCHETA** 

Manager

**Financial Services Department** 

FROM:

Atty. MA. TERESA C. ALVAREZ

Manager, Operations Department/

Officer-in-Charge, IRB-LSM

We are forwarding herewith the replenishment of Petty Cash Fund at the Intramuros and Rizal's Bagumbayan Light and Sound Museum (IRBLSM) in the total amount of THREE THOUSAND PESOS & 00/100 (P3,000.00).

Attached are pertinent documents to support said replenishment.

For your appropriate action.

Atty. MARIA TERESA C. ALVAREZ





## Tourism Infrastructure & Enterprise Zone Authority Republic of the Philippines

# PETTY CASH FUND REGISTER

January to March, 2021

Intramuros and Rizal's Bagumbayan Light and Sound Museum (IRBLSM) **Operations Department** Department: Unit:

Petty Cash Fund Custodian: Designation/Position:

Maria Teresita A. Cabusora Technical Assistant B (cti)

Fund Cluster:

Sheet No.:

					2			:				JIEC 140.			
			PARTICULARS	PFT	PETTY CASH FIND	dNIT			BRE,	4KDOV	VN OF	BREAKDOWN OF PAYMENTS	STNE		
Date	PCV/							MAIN	TENANC	JE AND	OTHER C	MAINTENANCE AND OTHER OPERATING EXPENSES	NG EXPE	NSES	
2021	Check No.	Payee	Details	Receipts (+)	Payments (-)	Balance	Office Supplies Expenses	Traveling Expenses- Local	Rent	Water	Electricity	Telephone Expenses - Landline	Internet	Miscellaneous Expenses	Other Accounts
			Balance Forwarded			20,000.00								T	
Feb. 19		2021-02-001 Atty. John Edward Ang	Notarial Fee		300.00	19,700.00									
Feb. 20	_	2021-02-002 Azitsorog, Inc.	Sanitation kit-18 day campaign to end VAW		1,950.00	17,750.00									
Mar. 24		2021-03-001 MIG Printing Services	Tarpaulin Printing		750.00	17,000.00									
		A INTOT	TNION			- 1									
		IDIALA	TOTAL AMODIA		3,000.00	17,000.00	0.00	00.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

This is to certify that the above expenses were official in nature and for the best interest of the Authority.

20,000.00

Certified Correct:

MARIA TERESITA A. CABUSORA etty Cash Custodian (SDO)

May 18, 2021

Noted by:

Manager, Operations Department/ Atty. MA. TERESA C. ALVAREZ Officer-in-Charge, IRBLSM





## Republic of the Philippines **Tourism Infrastructure & Enterprise Zone Authority**

## REPORT OF WORKING FUND STATUS (WORKING REFUND)

As of December 22, 2020

AMOUNT OF WORKING FUND				20,000.00
" "	WORKING FUND VOUCHER NO: AMOUNT			TOTAL
BALANCE FORWARDED				20,000.00
		TOTAL		
LESS: This replenishment				
		Atty. John Edward Ang	300.00	19,700.00
	0000-2021-02-0002		1950,00	17,750.00
	0000-2021-03-0001	MIG Printing Services	750.00	17,000.00
REPLENISHMENT IN PROCESS				
TOTAL			3,000.00	
OTHERS (Specify) CASH ADVANCE				
DISALLOWANCES & OTHERS				
TOTAL DISBURSEMENTS				3,000.00
BÁLANCE OF WORKING FUND			5	17,000.00

20,000.00

**Certified Correct:** 

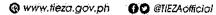
Noted by:

MARIA TÉRÉSITÀ A. CABUSORA

Special Disbursing Officer May 18, 2021

Atty. MA. TERESA C. ALVAREZ Manager, Operations Department/ Officer-in-Charge, IRB-LSM

(+632) 8249-5900 to 79





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