



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

PETTY CASH FUND REGISTER
January to March, 2021

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

Fund Cluster:

Technical Assistant B (cti)

Sheet No. :

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

Noted by:

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

May 18, 2021





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REPORT OF WORKING FUND STATUS (WORKING REFUND)

As of December 22, 2020

AMOUNT OF WORKING FUND				20,000.00
BALANCE FORWARDED	WORKING FUND VOUCHER NO:		AMOUNT	TOTAL
				20,000.00
	TOTAL			
LESS: This replenishment				
	0000-2021-02-0001	Atty. John Edward Ang	300.00	19,700.00
	0000-2021-02-0002	Azitsorog, Inc.	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
BALANCE OF WORKING FUND				17,000.00
				20,000.00

Certified Correct:

Noted by:

MARIA TERESITA A. CABUSORA

Special Disbursing Officer

May 18, 2021

Atty. MA. TERESA C. ALVAREZ

Manager, Operations Department/

Officer-in-Charge, IRB-LSM