

COUNCIL COPY - \_\_\_\_\_\_

**Cash on hand checker**

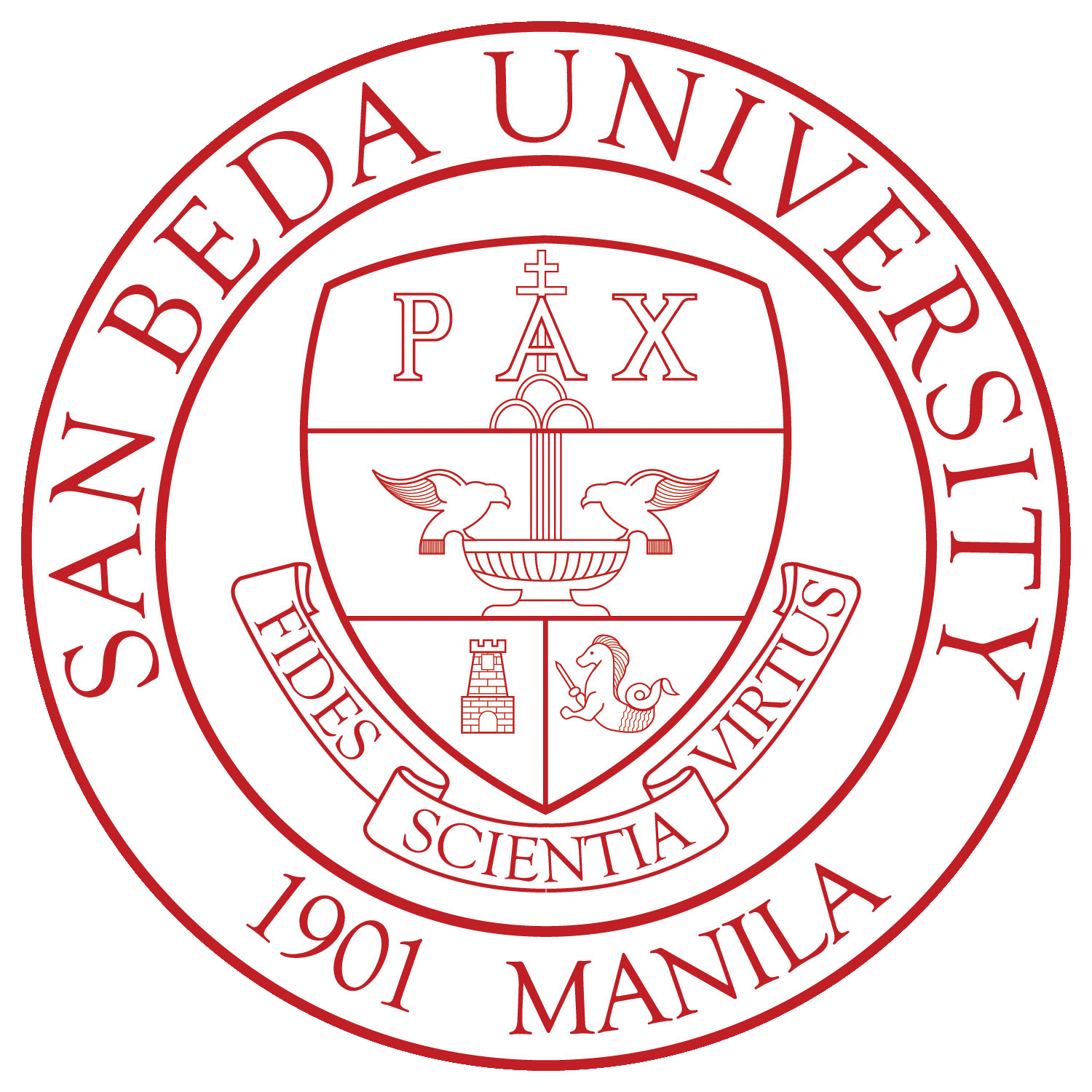
SAN BEDA UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

**OFFICE OF THE PREFECT OF STUDENT ACTIVITIES**

[opsa@sanbeda.edu.ph](mailto:opsa@sanbeda.edu.ph)

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| DAILY FINANCIAL TRANSACTION-CIRCULATION SUMMARY | | | | |
| DATE: OCTOBER \_\_\_\_\_, 2017 | | | | |
| CASH OUT / RECEIVING REPORT | | **SURPLUS – RECIEPT RETURNS** | | |
| **NAME** | **AMOUNT** | **DISBURSEMENT** | **SURPLUS** | **# OF RCPT** |
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| TOTAL: | **PHP** | **PHP** | **PHP** | **PC/S** |
| NOTES: | | | | |





**Cash on hand checker**

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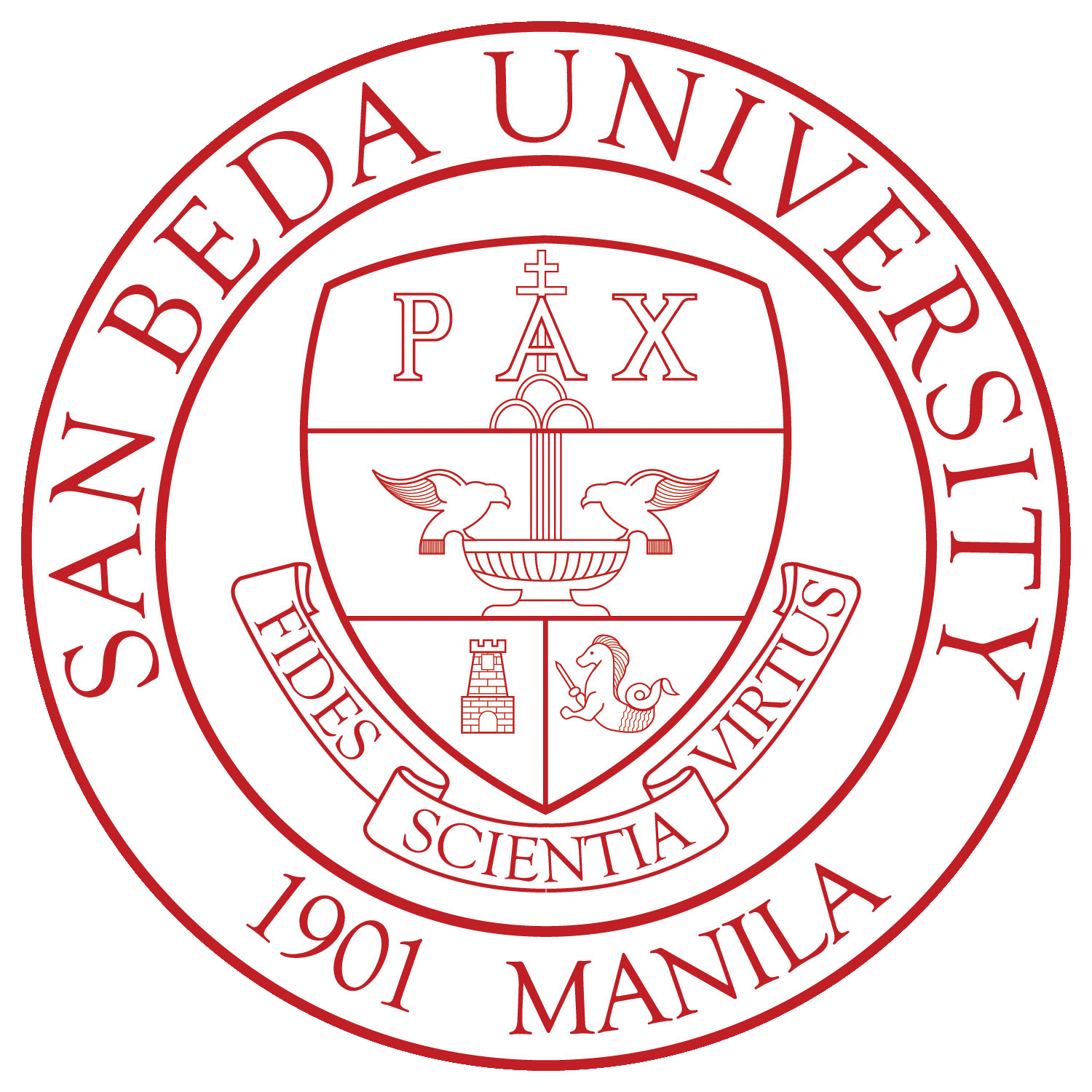
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| **DAILY FINANCIAL TRANSACTION-CIRCULATION SLIP** | | | | | | | | | | | | | | |
| **CASH OUT / RECEIVING REPORT** | | | | | | | | | | | | | | |
| TOTAL AMOUNT CASH RECEIVED: **PHP** | | | | | | | | | | | | | DATE: OCTOBER , 2017 | |
| TIME: : , AM / PM | |
| **DETAILS** | | | | | | | | | | | | | LOCATION: | |
| DENOMINATION | | PIECE/S | | DENOMINATION | | PIECE/S | | | | | | | RECEIVED BY:  PRINTED NAME OVER SIGNATURE | |
| PHP 1000.00 | |  | | PHP 20.00 | |  | | | | | | |
| PHP 500.00 | |  | | PHP 10.00 | |  | | | | | | |
| PHP 200.00 | |  | | PHP 5.00 | |  | | | | | | | RECEIVED FROM: | |
| PHP 100.00 | |  | | PHP 1.00 | |  | | | | | | |
| PHP 50.00 | |  | | PHP .50 | |  | | | | | | | **CASH CONTAINED IN:**  WHITE ENVELOP  BROWN ENVELOP  PLASTIC  PAPER  OTHERS, SPECIFY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **MONETARY DISTRIBUTION/S** | | | | | | | | | | | | |
| RECEIVER’S NAME | | | | | AMOUNT | CHANGE | | | | TIME | | |
|  | | | | | PHP |  | | | |  | | |
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| **SURPLUS – RECIEPT RETURNS** | | | | | | | | | | | | | | |
| TOTAL AMOUNT OF DISBURSEMENT: **PHP** | | | | | | | | | | | | | DATE: OCTOBER , 2017 | |
| TIME: : , AM / PM | |
| TOTAL AMOUNT OF SURPLUS: **PHP** | | | | | | | | | | | | | LOCATION: | |
| **SURPLUS DETAILS** | | | | | | | | | | | | | SURRENDERED BY:  PRINTED NAME OVER SIGNATURE | |
| DENOMINATION | PIECE/S | | | | DENOMINATION | PIECE/S | | | | | | |
| PHP 1000.00 |  | | | | PHP 20.00 |  | | | | | | |
| PHP 500.00 |  | | | | PHP 10.00 |  | | | | | | | RECEIVED AND TRANSACTED BY: | |
| PHP 200.00 |  | | | | PHP 5.00 |  | | | | | | |
| PHP 100.00 |  | | | | PHP 1.00 |  | | | | | | | RECHECKED BY: | |
| PHP 50.00 |  | | | | PHP .50 |  | | | | | | |
| **PRE-LIQUIDATION MATERIAL EVALUATION** | | | | | | | | | | | | | REMINDERS:  **SURRENDERED/RETURNED SURPLUS & RECIEPTS MUST BE STAPLERED TO THIS SLIP** | |
| NUMBER OF BIR RECIEPTS | | | | | pc/s | OR - | | SI - | CI - | | DR  - | O  - |
| NUMBER OF COA –AR | | | | | pc/s |  | | | | | | |  | |
| NUMBER OF COA - TR | | | | | pc/s |  | | | | | | |  | |
| **TOTAL NUMBER OF RECEIPTS SURRENDERED** | | | | | | pc/s | | | | | | |  | |
| **RECEIPT DETAILS** | | | | | | | | | | | | | | |
| **RECEIPT NUMBER (OR/SI/CI/DR/COA-AR/-TR)** | | | | | | | | | | | | | | |
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| **DAILY FINANCIAL TRANSACTION-CIRCULATION SLIP** | | | | | | | | | | | | | | |
| **CASH OUT / RECEIVING REPORT** | | | | | | | | | | | | | | |
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| TIME: : , AM / PM | |
| **DETAILS** | | | | | | | | | | | | | LOCATION: | |
| DENOMINATION | | PIECE/S | | DENOMINATION | | PIECE/S | | | | | | | RECEIVED BY:  PRINTED NAME OVER SIGNATURE | |
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| PHP 500.00 | |  | | PHP 10.00 | |  | | | | | | |
| PHP 200.00 | |  | | PHP 5.00 | |  | | | | | | | RECEIVED FROM: | |
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| **MONETARY DISTRIBUTION/S** | | | | | | | | | | | | |
| RECEIVER’S NAME | | | | | AMOUNT | CHANGE | | | | TIME | | |
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| **SURPLUS – RECIEPT RETURNS** | | | | | | | | | | | | | | |
| TOTAL AMOUNT OF DISBURSEMENT: **PHP** | | | | | | | | | | | | | DATE: OCTOBER , 2017 | |
| TIME: : , AM / PM | |
| TOTAL AMOUNT OF SURPLUS: **PHP** | | | | | | | | | | | | | LOCATION: | |
| **SURPLUS DETAILS** | | | | | | | | | | | | | SURRENDERED BY:  PRINTED NAME OVER SIGNATURE | |
| DENOMINATION | PIECE/S | | | | DENOMINATION | PIECE/S | | | | | | |
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| NUMBER OF COA - TR | | | | | pc/s |  | | | | | | |  | |
| **TOTAL NUMBER OF RECIEPTS SURRENDERED** | | | | | | pc/s | | | | | | |  | |
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| **RECEIPT NUMBER (OR/SI/CI/DR/COA-AR/-TR)** | | | | | | | | | | | | | | |
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