

LIQUIDATION REPORT

FINANCE AND ACCOUNTING DEPARTMENT

NAME						DATE FILE	D			
PURPOSE OF CASH ADVANCE: MANPOWER MEALS TRANSPO FEE FUEL TOLL FEE OTHERS										
TRANSACTION DATE			PAF	PARTICULAR(S)/ DESCRIPTION					AMOUNT	
								GRAND TOTAL		
										_
CASH ADVANCE AMOUNT:				CASH ADVANCE AMOUN			OUNT:			
TOTAL EXPENSES INCURRED:				TOTAL EXPENSES:						
EXCESS AMOUNT TO BE RETURNED:				FOR REIMBURSMENT:			_			
PREPARED BY			VERIFIED BY	VERIFIED BY			APPROVED BY	APPROVED BY		
Employee's Signature (Signature over Printed Name) DATE SIGNED:			DATE SIGNED:	Cash Disbursement Associate			E DATE SIGNED:	ELLIZA NICOLE HORA Accounting Head		



LIQUIDATION REPORT FORM

FINANCE AND ACCOUNTING DEPARTMENT

NAME				DATE FILED	
PURPOSE O	OF CASH ADVANCE	: MANPOWER	MEALS TRANSPO FEE	FUEL TOLL FEE OTHERS	
TRANSACTION DATE			PARTICULAR(S)	AMOUNT	
		GRAND TOTAL			
CASH ADVANCE AMOUNT:				CASH ADVANCE AMOUN	ІТ:
TOTAL EXPENSES INCURRED: EXCESS AMOUNT TO BE RETURNED:				TOTAL EXPENSES:	
EXC	LESS AMOUNT TO E	BE RETURNED:		FOR REIMBURSMENT:	
PREPARED BY			VERIFIED BY		APPROVED BY
Employee's Signature (Signature over Printed Name) DATE SIGNED:			Cash Disbu	rsement Associate	ELLIZA NICOLE HORA Accounting Head