

MARKETING EXPENSES FORM

MARKETING DEPARTMENT

☐ VENUE
 ☐ COLLATERALS
 ☐ HONORARIUM
 ☐ SUPPLIES
☐ FOOD & BEVERAGES
 ☐ PROMOTIONAL MATERIALS
 ☐ CONVENTION FEE
 ☐ OTHERS _____

EMPLOYEE NAME	ACTIVITY			
DEPARTMENT	EVENT DATE			
ACCOUNT NAME	NO PER PAX	COST PER PAX		
DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL AMOUNT
GRAND TOTAL				

PAYMENT DETAILS	REMARKS
BANK NAME: _____ ACCOUNT NAME: _____ ACCOUNT NUMBER: _____ TOTAL AMOUNT: _____ MODE OF PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> GCASH <input type="checkbox"/> ONLINE BANKING	
PREPARED BY <div>Employee's Signature</div> <div>(Signature over Printed Name)</div>	ENDORSED BY <div>LOUIE ALBERT</div> <div>Marketing Director</div> <div>DATE SIGNED:</div>
	APPROVED BY <div>PRESIDENT / VICE-PRESIDENT / COO</div> <div>DATE SIGNED:</div>