

CASH ADVANCE FORM

FINANCE AND ACCOUNTING DEPARTMENT

CONTROL #									
EMPLOYEE NAME	DATE REQUESTED			STED					
DEPARTMENT	DATE CASH NEEDED			IEEDED					
DESCRIPTION				QTY	UNIT	UNIT COST	TOTAL AMOUNT		
GRAND TOTAL									
PURPOSE OF CASH ADVANCE:				EQUESTED AMOUNT:					
MANPOWER MEALS TRANSPO FEE FUEL TOLL FEE OTHERS				TOTAL AMOUNT RELEASED:					
REMARKS: MODE C				E OF DISBURSEMENT: CASH RECEIVED BY:					
			CASI	H GCASH	ONLINE BANKING	(C)			
PREPARED BY	ENDORSED BY				(Signature over Printed Name) DATE & TIME APPROVED BY				
					RACHEL CARTAGENA				
Employee's Signature (Signature over Printed Name)	Immediate Superior (Signature over Printed Name)				Finance & Accounting Director				
DATE SIGNED:	DATE SIGNED:			D	ATE SIGNED:				

EDITED FORM



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CA				CASH	SH GCASH ONLINE BANKING (Signature over Printed Name) DATE & TIME				
PREPARED BY ENDORSED BY				APPROVED BY					
Employee'	s Signature Printed Name)	Immediate Superior (Signature over Printed Name)				RACHEL CARTAGENA Finance & Accounting Director			
DATE SIGNED:		DATE SIGNED:				DATE SIGNED:			
BMI-FORM-FAA-002									



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PREPARED BY ENDORSED BY					APPROVED BY	(Signature over Printed Na	me) DATE & TIME		
		,							
					RACHEL CARTAGENA				
Employee (Signature over	s Signature or Printed Name)	Immediate Superior (Signature over Printed Name)			Finance & Accounting Director				
DATE SIGNED:		DATE SIGNED:			DATE SIGNED:				