


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Prepared by:	Reviewed by:	Approved by:		
 Elliza Nicole D. Hora	 Rachel A. Cartagena	 Kathleen D. Reyes, MHM, DBA		
Accounting Head	Finance and Accounting Director	Chief Operating Officer		

1. PURPOSE

To ensure adequate control over revolving fund releases to field employees and ensure replenishment is supported by proper documentation and approvals. This provides a convenient and efficient way to pay for small expenses and their daily operational activities, but such a form of cash disbursement may be prone to misuse and expose the company to the risk of over-expenditure.

2. SCOPE

All employees with incurring, applying, recording, approving, and processing revolving fund-related activity.

3. ACCOUNTABILITY

3.1 HR Associate – issuance of a job offer and/or personnel action notice indicating the revolving fund of the employee/custodian

3.2 Custodian – handles the revolving fund and submits expense report with necessary attachment

3.2 Immediate Superior - checks and approves the filed expense report

3.3 Accounting Associate – validates incurred expenses versus submitted invoices and processes fund replenishment

3.4 Accounting Head – approves release of fund replenishment

4. POLICY

4.1. Per Diem Standardization

	With car		Without car	
	In base	Out Base	In base	Out Base
Luzon	₱150 All-in	₱150/Meal	₱500 All-in	150/Meal + Actual Fare
Visayas	₱150 All-in	₱150/Meal	₱300 All-in	150/Meal + Actual Fare
Mindanao	₱150 All-in	₱150/Meal	₱250 All-in	150/Meal + Actual Fare

4.2. Revolving fund can only be used for work-related expenditures such as per diem, transport fare, account representation, vehicle maintenance and repairs, and other miscellaneous expenses with the following considerations:

4.2.1. No per diem shall be given to the custodian without an activity report, whether outside or in the office, recorded in the GreatDay App.


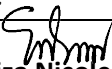
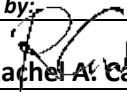
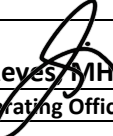
4.2.2. In-base activity shall not exceed the all-in per diem. Transport services such as Grab are subject to the approval of the Immediate Superior.

4.2.3. Out-based travel activity should have a pre-approval from their Immediate Superior.

4.2.4. Service Engineers and Product Application Specialists working beyond 8 pm are only allowed to file Php150.00 for dinner meals.

4.2.5. All account representation expenses such as gift items, meals, etc. shall have prior approval from the National Sales Director.

4.2.6. All account representation including demo activity exceeding Php 2,000 should be requested at least two (2) days before the scheduled activity/event by submitting the representation request form.

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- 4.2.7. For purchase of various materials, spare parts, consumables and office supplies not exceeding Php2,000.00 per transaction, provided, these are not available in the stockroom.
- 4.2.8. For vehicle maintenance, repairs, and other vehicle-related concerns not exceeding Php 2,000.00 per transaction.
- 4.2.9. For carwash expenses not exceeding Php 150.00 per week.
- 4.2.10. For miscellaneous expenses such as brochure printing, and documents for notary.
- 4.2.11. For accommodation expenses not exceeding Php 1,200.00 per night. In case will exceed the allowable amount, subject to Management approval.


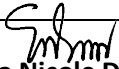
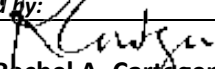
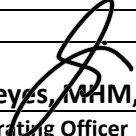
- 4.3. Revolving fund cannot be used for fuel, auto detailing, car battery replacement, laundry services, and other non-work-related expenses.
- 4.4. All filed expenses must have supporting original invoices except for per diem and jeepney/tricycle fare. Acknowledgment receipt is required for manpower services (loading/unloading of machines, on-call helpers, etc.).
- 4.5. The stated amount in the invoice/s shall be followed for the fund replenishment.
- 4.6. Weekly expense report must be submitted every Saturday. In case of late submission, the revolving fund will not be replenished and the Custodian shall be held responsible to shoulder the incurred expenses for that week.
- 4.7. The Accounting Associate shall release the fund replenishment every Tuesday.
- 4.8. If the Custodian, for any reason, misplace or loss the revolving fund, he/she shall be held responsible and it will be subject to salary deduction.
- 4.9. Upon the custodian's resignation, the revolving fund will be deducted from their final pay.

5. PROCEDURE

- 5.1 The Custodian will completely fill-out the weekly expense report form in excel file with the activity report recorded in the Greatay App, and other necessary attachments and submit to the Immediate Superior. Weekly expense report should be supported by the following:
 - 5.1.1 Duly signed by immediate superior
 - 5.1.2 Daily Activity Report recorded in the Greatday App
 - 5.1.3 Original invoice with the information as follows:
 - 5.1.3.1 Name should be Biosite Medical Instruments
 - 5.1.3.2 Date of purchase or payment
 - 5.1.3.3 Description of the goods purchased entered by the vendor
 - 5.1.3.4 Vendor or cashier signature
- 5.2. The Immediate Superior shall check, approve, and submit the weekly expense report form to Accounting Associate.
- 5.3. The Accounting Associate shall validate the incurred expenses versus submitted invoices and process the fund replenishment.
- 5.4. The Accounting Associate shall release the fund replenishment.

6. REFERENCE DOCUMENTS

- 6.2. BMI-PP-HRD-001 - Code of Conduct
- 6.3. BMI-PP-HRD-002 - Attendance and Punctuality

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7. FORMS

7.2. BMI-FORM-SLS-002 – Representation Request Form

8. AMENDMENT CLAUSE

8.2. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.