

CASH ASSISTANCE ACCOMMODATION TRANSPORTATION REGISTRATION FEE MEALS OTHERS

SALES DEPARTMENT

EMPLOYEE NAME DEPARTMENT ACCOUNT NAME ACTIVITY DATE NEEDED POSITION DISTRICT/ AREA NO PER PAX COST PER PAX
DESCRIPTION QTY UNIT UNIT COST TOTAL AMOUNT
GRAND TOTAL
FINANCIAL INFORMATION SALES INFORMATION
TOTAL EXPENSES: CASH ADVANCES: DUE TO: CHARGE TO: REMARKS:
TOTAL SALES (Current Year): PHP REMARKS:
TOTAL SALES (Last Year): PHP REMARKS:
ARE THE EXISTING MACHINES INSTALLED?
NAME OF MACHINE/S: REMARKS:
PREPARED BY ENDORSED BY APPROVED BY
Employee's Signature Regional/National Sales Director President / Vice-President /Chief of Operating Officers

CASH ASSISTANCE ACCOMMODATION TRANSPORTATION REGISTRATION FEE MEALS OTHERS

SALES DEPARTMENT

EMPLOYEE NAME DEPARTMENT ACCOUNT NAME ACTIVITY DATE NEEDED POSITION DISTRICT/ AREA NO PER PAX COST PER PAX
DESCRIPTION QTY UNIT UNIT COST TOTAL AMOUNT
GRAND TOTAL
FINANCIAL INFORMATION SALES INFORMATION
TOTAL EXPENSES: CASH ADVANCES: DUE TO: CHARGE TO: REMARKS:
TOTAL SALES (Current Year): PHP REMARKS:
TOTAL SALES (Last Year): PHP REMARKS:
ARE THE EXISTING MACHINES INSTALLED?
NAME OF MACHINE/S: REMARKS:
PREPARED BY ENDORSED BY APPROVED BY
Employee's Signature Regional/National Sales Director President / Vice-President /Chief of Operating Officers