



CASH ADVANCE FORM

CONTROL # _____

FINANCE AND ACCOUNTING DEPARTMENT

EMPLOYEE NAME		DATE REQUESTED			
DEPARTMENT		DATE CASH NEEDED			
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT
				GRAND TOTAL	
PURPOSE OF CASH ADVANCE: <input type="checkbox"/> MANPOWER <input type="checkbox"/> MEALS <input type="checkbox"/> TRANSPOR FEE <input type="checkbox"/> FUEL <input type="checkbox"/> TOLL FEE <input type="checkbox"/> OTHERS _____		REQUESTED AMOUNT: _____ TOTAL AMOUNT RELEASED: _____			
REMARKS:		MODE OF DISBURSEMENT: <input type="checkbox"/> CASH <input type="checkbox"/> GCASH <input type="checkbox"/> ONLINE BANKING		CASH RECEIVED BY: _____ <small>(Signature over Printed Name) DATE & TIME</small>	
PREPARED BY		ENDORSED BY		APPROVED BY	
<div>Employee's Signature</div> <div>(Signature over Printed Name)</div> <div>DATE SIGNED:</div>		<div>Immediate Superior</div> <div>(Signature over Printed Name)</div> <div>DATE SIGNED:</div>		<div>RACHEL CARTEGENA</div> <div>Finance & Accounting Director</div> <div>DATE SIGNED:</div>	

BMI-FORM-FAA-002



CASH ADVANCE FORM

CONTROL # _____

FINANCE AND ACCOUNTING DEPARTMENT

EMPLOYEE NAME		DATE REQUESTED			
DEPARTMENT		DATE CASH NEEDED			
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT
GRAND TOTAL					
PURPOSE OF CASH ADVANCE:		REQUESTED AMOUNT: _____			
<input type="checkbox"/> MANPOWER <input type="checkbox"/> MEALS <input type="checkbox"/> TRANSPOR FEE <input type="checkbox"/> FUEL <input type="checkbox"/> TOLL FEE <input type="checkbox"/> OTHERS _____		TOTAL AMOUNT RELEASED: _____			
REMARKS:		MODE OF DISBURSEMENT:		CASH RECEIVED BY:	
		<input type="checkbox"/> CASH <input type="checkbox"/> GCASH <input type="checkbox"/> ONLINE BANKING		(Signature over Printed Name) DATE & TIME	
PREPARED BY		ENDORSED BY		APPROVED BY	
Employee's Signature (Signature over Printed Name)		Immediate Superior (Signature over Printed Name)		RACHEL CARTEGENA Finance & Accounting Director	
DATE SIGNED:		DATE SIGNED:		DATE SIGNED:	

BMI-FORM-FAA-002