

CONTROL # \_\_\_\_\_

EMPLOYEE NAME		DATE REQUESTED			
DEPARTMENT		DATE CASH NEEDED			
DESCRIPTION		QTY	UNIT	UNIT COST	TOTAL AMOUNT
GRAND TOTAL					

**PURPOSE OF CASH ADVANCE:**

☐ MANPOWER ☐ MEALS ☐ TRANSPOR FEE ☐ FUEL ☐ TOLL FEE ☐ OTHERS \_\_\_\_\_

REQUESTED AMOUNT: \_\_\_\_\_

TOTAL AMOUNT RELEASED: \_\_\_\_\_

**REMARKS:**

MODE OF DISBURSEMENT:

☐ CASH ☐ GCASH ☐ ONLINE BANKING

CASH RECEIVED BY:

(Signature over Printed Name) DATE & TIME

PREPARED BY

ENDORSED BY

APPROVED BY

**Employee's Signature**  
(Signature over Printed Name)

DATE SIGNED:

**Immediate Superior**  
(Signature over Printed Name)

DATE SIGNED:

**RACHEL CARTAGENA**  
Finance & Accounting Director

DATE SIGNED: