

CASH ADVANCE FORM

FINANCE AND ACCOUNTING DEPARTMENT

CONTROL #				FINANCE AI	ND ACCOUNTIN	IG DEPARTIMENT	
EMPLOYEE NAME							
DEPARTMENT		DATE CASH NEEDED					
DESCRIPTION			QTY	UNIT	UNIT CO	ST TOTAL AMOUNT	
					GRAND TO	TAL	
PURPOSE OF CASH ADVANCE:	QUESTED AMOL	10UNT:					
MANPOWER MEALS TRANSPO FEE FUEL TO		TOTAL AMOUNT RELEASED:					
REMARKS: MODE OF DISBURSEMENT: CASH R							
			CASH GCASH	ONLINE BANKING	(Signature over Pr	nted Name) DATE & TIME	
PREPARED BY	ENDORSED BY			APPROVED B	Υ		
Employee's Signature (Signature over Printed Name) DATE SIGNED:	Immediate Superior (Signature over Printed Name) DATE SIGNED:			RACHEL CARTAGENA Finance & Accounting Director DATE SIGNED:			
BMI-FORM-FAA-002							



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FINANCE AND ACCOUNTING DEPARTMENT

CONTROL #					FINANCE A	ND A	CCOUNTING D	EPARTMENT	
EMPLOYEE NAME	DATE REQ			EQUESTED					
DEPARTMENT	DATE CASH NEEDED								
DESCRIPTION				QTY	UNI	Т	UNIT COST	TOTAL AMOUNT	
GRAND TOTAL									
				EQUESTED AMOUNT:					
MANPOWER MEALS TRANSPO FEE FUEL TOLL FEE OTHERS			TOTAL	TOTAL AMOUNT RELEASED:					
REMARKS: MODE OF DIS				OF DISBURSI	SEMENT: CASH RECEIVED BY:				
			CASH	GCASH	ONLINE BANKIN	G	(Signature over Printed Nar	ne) DATE & TIME	
PREPARED BY	ENDORSED BY				APPROVED	BY			
Employee's Signature (Signature over Printed Name)	Immed	Immediate Superior (Signature over Printed Name)			RACHEL CARTAGENA Finance & Accounting Director				
(Signature over Printed Name) DATE SIGNED:	(Signature over Printed Name) DATE SIGNED:			DATE SIGNED:	nance	& Accounting L	Director		
BMI-FORM-FAA-002									