



















**The Laguna Creamery Inc.**





EXPENSE REPORT (LIQUIDATION)







Monday, October 6, 2025









**Company:**



The Laguna Creamery Inc.







**Department:**









**Covered Date of Travel:**



2025-10-03







**Purpose:**



232232tes

















**Explanatory Notes:**



**Date:**

Date indicated in the supporting documents.





**Cost Center:**

Cost center where the expenses should be charged.



**Document Number:**

Invoice Number/OR number for each supporting



document.





**Payee:**

Name of supplier/vendor who received the cash.



**Description:**

Short text about the transaction.



**Expense Account:**



Identify the type of expense account applicable for each



transaction.









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Prepared by: Mary Cris Anical







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Cost Center Head:







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Accounting:











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Accounting:







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Controller:







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Cashier:







