



## The Laguna Creamery Inc.

### EXPENSE REPORT (LIQUIDATION)

Monday, October 6, 2025

**Company:** The Laguna Creamery Inc.

**Department:** IT

**Covered Date of Travel:** 2025-10-03

**Purpose:** 232232tes

Date of Transaction	Cost Center	Invoice No.	Supplier/Store Name	Description	EXPENSE ACCT	INPUT VAT	VAT AMOUNT	AMOUNT
2025-10-03	IT	2323	2323	232	GAEX-Miscellaneous	12%	₱24.86	₱229.93
2025-10-15	IT	test	tetst	test	GAEX-BSA-Advertising	12%	₱248.68	₱1,699.30
Total Disbursements					-	-	₱273.54	₱1,929.23

**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.

Prepared by: Mary Cris Anical

Cost Center Head:

Accounting:

Accounting:

Controller:

Cashier: