



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	Marketing And Advertising	Meal Expenses	Meeting And Conference	Office and Other Supplies	Other travel expense	Representation And Entertainment	Training & Seminars	Transportation & Travel	Total
2025-10-03	IT	2323	2323	232									₱0.00
2025-10-15	IT	test	tetst	test	₱0.00								₱0.00
Total Disbursements				-	-	-	-	-	-	-	-	-	₱0.00

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: