

THE LAGUNA CREAMERY INC.
CHECK REQUEST

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|---------|--------------------------|-------------|--------------------|
| Payee: | Fatima Chiara M Quiambao | Date: | September 22, 2025 |
| Amount: | 8,560.00 | Department: | FINANCE DEPARTMENT |

| PARTICULARS | AMOUNT |
|--|--|
| OB Meal for 2 - Inventory Count CB Retail Store Rockwell & SM MOA (Fatima & Cris) - October 1 | 560.00 |
| OB Meal for 3 - Inventory Count CB Scooping Station SM Makati, Shangri-La (Gill, Tina, Driver) - October 1 | 840.00 |
| OT Meal for 5 - Inventory Count CB Retail & Scooping Station Gill, Tina, Driver, Fatima, Cris - October 1 | 1,400.00 |
| Parking Fee | 500.00 |
| Grab Car Rockwell to SM MOA (Fatima & Cris) - October 1 | 500.00 |
| OB Meal for 3 - Inventory Count CB Plant (Cris, Verone, Crystal) October 3 | 840.00 |
| OT Meal for 3 - Inventory Count CB Plant (Cris, Verone, Crystal) October 3 | 840.00 |
| OB Meal for 3 - Inventory Count Makati Hub, QC Hub, SMNE (Gill, Sed, Driver) - October 2 | 840.00 |
| OT Meal for 3 - Inventory Count Makati Hub, QC Hub, SMNE (Gill, Sed, Driver) - October 2 | 840.00 |
| OT Meal for 1 - Inventory Count Las Pinas Hub (Fatima) - October 2 | 280.00 |
| OB Meal for 4 - Inventory Count Farm, Bay Gill, Vee Jay, Cheska, Driver - October 3 | 1,120.00 |
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| Total | 8,560.00 |
| Requested by:  Fatima Chiara M Quiambao | Approve by:  Vee Jay Myron P. Mestidio |