



GOURMET ICE CREAM

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.

Prepared by: Mary Cris Anical

Cost Center Head:

Accounting:

Accounting:

Controller:

Cashier:

