



## 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.

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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: