

To: Sales Team
From: Marketing Department
Re: Store use of PCF for Dragon Dance event
Date: February 05, 2024
Cc: TL, SIC, Audit, Acctg

Greetings from the Marketing Department!

We are pleased to inform you that we will be participating in this year's Dragon Dance on Chinese New Year 2024 as part of our commitment to support Sales Team in developing positive relationships with our partnered mall leasing.

We will provide "Ang Pao" as requested by the mall during this activity. The budget for this will be taken from the Store's PCF. Please refer to the breakdown below:

Ang Pao Envelope	1pc @ Php10.00	=	Php 10.00
Dragon Dance	1pc @ Php300.00	=	<u>Php 300.00</u>
TOTAL			Php 310.00

This effort is specifically intended in supporting malls that host dragon dance events.

With this, store should attach the official receipts, a mall memorandum about the dragon dance and a note about the expense to the petty cash voucher that will be forwarded to Finance office as part of the replenishment process.

For the Finance team, we will send a different memo re approval on the Store use of PCF.

For any clarifications, you may contact M'Colleen Veloso from Marketing team at 0917-795-7460.

For your implementation and reference.

Thank you.


Darlyn D. Espiritu
Marketing Director