

To: Angelo Miguell Natividad
Finance Director

From: Marketing Department

Re: Store use of PCF for Dragon Dance event

Date: January 16, 2023

Cc: CBB, SOM, ASH, 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 2023 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 see below AMTN's approval on using the petty cash and 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, they 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 your office as part of the replenishment process.

For your reference.

Thank you.


Darlyn D. Espiritu
Marketing Director

