

To: All PCF Custodians
Re: Online PCF Replenishment
Date: April 06, 2022

Greetings!

To improve the online PCF replenishment process, please see changes in the process listed below when emailing PCF vouchers and reconciliation sheets.

1. PCF Custodians are highly encouraged to upload multiple PCF vouchers per image file to save time and reduce the number of files sent via email. Example below:

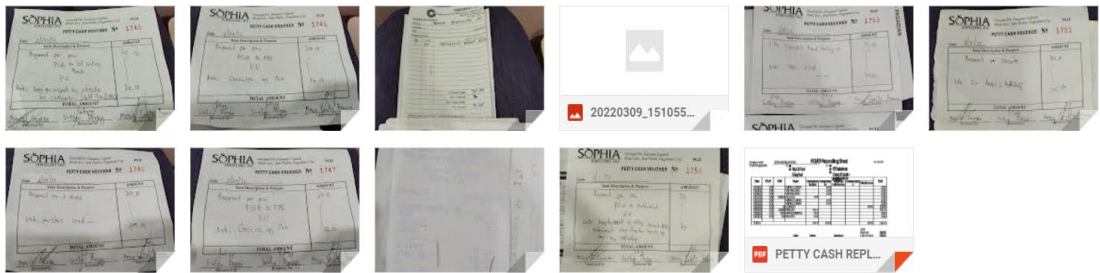
The image displays six examples of PCF (Petty Cash Voucher) forms from SOPHIA, arranged in a 3x2 grid. Each voucher is for the company 'SOPHIA' and 'MCL Highway Park Zombaanga City'. The vouchers are numbered sequentially from 001233 to 001238. The transactions include:

- Voucher 001233: 12 PCS. FROM ZUP TO MCL - 12.00. PURPOSE: FOR DEPOSIT.
- Voucher 001234: 12 PCS. FROM ZUP TO MCL - 12.00. PURPOSE: FOR DEPOSIT.
- Voucher 001235: 12 PCS. FROM ZUP TO MCL - 12.00. PURPOSE: FOR DEPOSIT. The word 'Cancelled' is written across the voucher.
- Voucher 001236: 12 PCS. FROM ZUP TO MCL - 12.00. PURPOSE: FOR DEPOSIT.
- Voucher 001237: 12 PCS. FROM ZUP TO MCL - 12.00. PURPOSE: FOR DEPOSIT.
- Voucher 001238: 12 PCS. FROM ZUP TO MCL - 12.00. PURPOSE: FOR DEPOSIT.

Each voucher includes fields for 'Item Description & Purpose', 'AMOUNT', 'TOTAL AMOUNT', and 'APPROVED BY' with a signature line.

2. PCF vouchers uploaded must be legible. A PCF voucher is considered not legible when the words on the voucher and receipt are no longer legible even when fully zoomed in.
 3. PCF vouchers must have the store name, date, voucher number, purpose, amount, and names and signatures of the approver, receiver and releaser visible to be considered a valid PCF voucher.
 4. Cancelled PCF vouchers must also be included when sending online replenishment.
 5. Receipts must have the company name, amount, date, and breakdown visible to be considered a valid supporting document.
 6. PCF vouchers should be arranged sequentially based on voucher number.
 7. PCF vouchers with supporting receipts should be in the same image.
 8. PCF voucher images can be cropped, but no other forms of editing will be allowed.
 9. Files should be sent as attachments and not pasted directly into the body of the email.
- Example of files sent as attachments below:

11 Attachments



10. Subject of the email should follow this format: Outlet/Department and Date of Submission.
Example: ZKC 03/16/22, Supply Chain 03/16/22.
11. All emails should be sent to Sophia.pcf@gmail.com, while cc'ing M'Gina Escobar (tngc.mgmescobar@gmail.com) and me (angelomiguellnatividad@gmail.com). Custodians are encouraged to cc their TL/Supervisor as well.
12. Custodians should reply to their own email when sending multiple attachments, instead of creating a separate email thread. Example of replying to own email below:

OGR PCF for Month of March inbox x

gemma gimeno

to Angelo, me, Maria ▾

Hi Ma'am/Sir,

Good day Please see the attached file.

Thank you,

2 Attachments



gemma gimeno

to Angelo, me, Maria ▾

4 Attachments




13. Shared services and Zamboanga branches may continue submit their replenishments offline. Finance department will instruct custodians in advance on when to submit their replenishments online.
14. The physical vouchers and receipts must still be submitted to Finance department.

This is effective immediately.

For any questions, you may contact me directly via email angelomiguellnatividad@gmail.com or by phone +639176332722.

Signed,


Angelo Miguell T. Natividad

Finance Director

SOPHIA
JEWELLERY, INC.

Ground Floor Budgetwise, Parok Pine 2
Sanitis Ipiil, Zamboanga Sibuyag Province

IBS

No. 001263

PETTY CASH VOUCHER

Date: 4/1/22

Item Description & Purpose	AMOUNT
Payment for fare BW TO metro Bank (V.V)	40
Purpose: cash sale deposit	Released 40/1ne
TOTAL AMOUNT	40

Received by: claira tubos Released by: claira tubos Approved by: Shirley Tubal

[illegible]

DATE: 3/15/22

SOPHIA
FURNITURE

Gaisano Mall, Corrales St.,
Cagayan de Oro City

PETTY CASH VOUCHER **Nº 002444** **CGM**

Item Description & Purpose	AMOUNT
Bowl for candies display in the top of showcase. Cancelled Purpose: Store use.	95.00
TOTAL AMOUNT	95.00
Mania Jimlay Released by	Mania Jimlay Released by
	Approved by

SOPHIA <small>(S-11111)</small> Ground Floor Veterans Terminal One Airline Street, Saigon Zambales City		ZVT PETTY CASH VOUCHER		No 001475
DATE: 1-7-12				
Item Description & Purpose For Jan. Cloggs 750 @ 2000 <i>Amalgam</i> Purpose: April 2000 (1000)		AMOUNT 20 5		10
TOTAL AMOUNT 25 <i>Jan. Cloggs</i>		25 <i>David Lopez</i>		25 <i>David Lopez</i>
Issued By <i>Jan. Cloggs</i>		Received By <i>David Lopez</i>		25 <i>David Lopez</i>

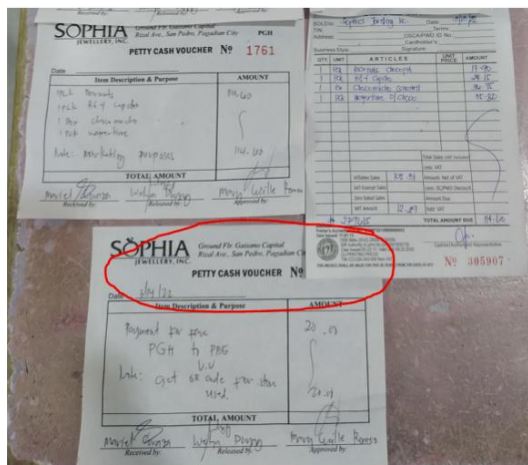
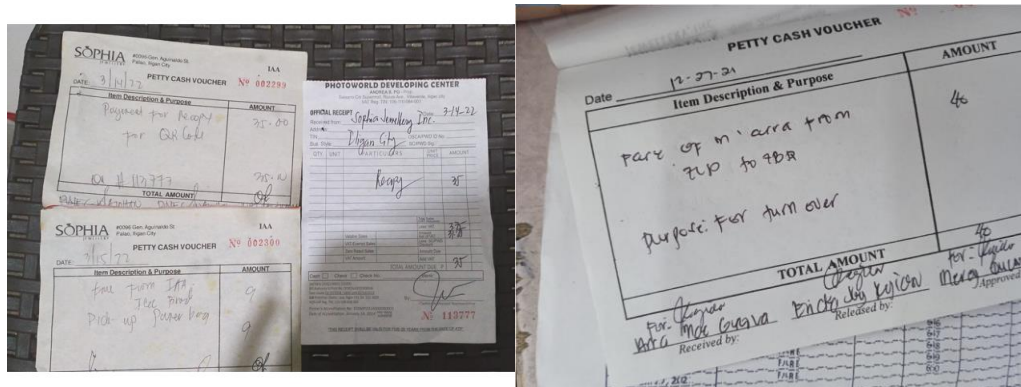
SOPHIA <small>(S-11111)</small> Ground Floor Veterans Terminal One Airline Street, Saigon Zambales City		ZVT PETTY CASH VOUCHER		No 001476
DATE: 1-7-12				
Item Description & Purpose For Jan. Cloggs 750 @ 2000 <i>Amalgam</i> Purpose: April 2000 (1000)		AMOUNT 20 5		10
TOTAL AMOUNT 25 <i>Jan. Cloggs</i>		25 <i>David Lopez</i>		25 <i>David Lopez</i>
Issued By <i>Jan. Cloggs</i>		Received By <i>David Lopez</i>		25 <i>David Lopez</i>

SOPHIA <small>(S-11111)</small> Ground Floor Veterans Terminal One Airline Street, Saigon Zambales City		ZVT PETTY CASH VOUCHER		No 001477
DATE: 1-7-12				
Item Description & Purpose For Jan. Cloggs 750 @ 2000 <i>Amalgam</i> Purpose: April 2000 (1000)		AMOUNT 20 5		10
TOTAL AMOUNT 25 <i>Jan. Cloggs</i>		25 <i>David Lopez</i>		25 <i>David Lopez</i>
Issued By <i>Jan. Cloggs</i>		Received By <i>David Lopez</i>		25 <i>David Lopez</i>

SOPHIA <small>(S-11111)</small> Ground Floor Veterans Terminal One Airline Street, Saigon Zambales City		ZVT PETTY CASH VOUCHER		No 001478
DATE: 1-7-12				
Item Description & Purpose For Jan. Cloggs 750 @ 2000 <i>Amalgam</i> Purpose: April 2000 (1000)		AMOUNT 20 5		10
TOTAL AMOUNT 25 <i>Jan. Cloggs</i>		25 <i>David Lopez</i>		25 <i>David Lopez</i>
Issued By <i>Jan. Cloggs</i>		Received By <i>David Lopez</i>		25 <i>David Lopez</i>

Examples of invalid PCF vouchers

1. Not all the details are visible



2. Edited photos

