

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	RETURNING OF THE USED BOOKLETS TO THE HEAD OFFICE	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-14-10-002
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To account for all used Accountable Receipt and Form booklet by the branch at any given time.
2. To guide the branch in returning used Accountable Receipts and Forms to the main office.

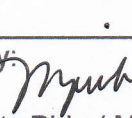
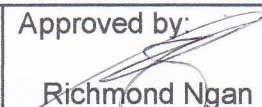
POLICIES

1. All used Accountable Receipt and Form must be returned to Treasury Receivables Department on the nearest transmittal schedule of the branch, (Monday, Wednesday, and Friday) through authorized courier.
2. Any unaccounted used Accountable Receipt and Form must be properly explained and the said infraction will be dealt with accordingly in accordance with the Company Code of Discipline.

PROCEDURE

1. Cashier/Assistant Cashier

- 1.1. Put used Accountable Receipt and Form booklet in a secure place and record return of used booklet by authorized branch personnel in the Accountable Forms Control Logbook.
 - 1.1.1. Obtain signature of branch personnel returning the used Accountable Receipt and Form booklet in the space provided in the control logbook.

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1.2. Check returned used Accountable Receipt and Form booklet and if everything is in order; withdraw from branch stock to replace used Accountable Receipt and Form booklet and record replenishment in the Accountable Form Control Logbook.

1.2.1. Scan new booklet to be issued to ensure that every series are intact.

1.2.2. Record issuance in the Accountable Forms Control Logbook and obtain signature of requisitioning personnel indicating date of withdrawal of form.

1.2.3. If the cashier/assistant cashier is the one returning the used Accountable Receipt and Form booklet, same procedure will be done. The cashier/assistant cashier has to sign in the control logbook to evidence return of used booklet.

1.3. Sort and put used Accountable Receipts and Forms in a pouch or envelope; and prepare Transmittal Report (TR) in three-(3) copies address to Treasury Receivables Department and distributed as follows;

Original : Treasury Receivables Department
Green : Branch Copy
Pink : Booklet Copy

1.4.1. Put the Original and Green copies inside the sealed pouch or envelope to be forwarded to Treasury Receivables Department.

1.4.1.1. If the transmittal will be hand carried to the main office, the personnel who will hand carry the transmittal has to signed in the Original and Green copies of the TR.

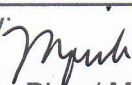

1.4.1.1.1. The Green copy will be retained by the branch and the Original copy will be forwarded to Treasury Receivables Department together with the sealed envelope.

1.4.1.2. If through authorized courier, forward the sealed envelope with the Original and Green copies inside to the courier.

1.4.1.2.1. Ask any of the branch personnel to forward the transmittal to the authorized courier outlet.

1.4.1.2.1. Record transmittal in the Transmittal Logbook and obtain signature from the representative of the courier.



1.4.1.2.2. If covered by Corporate Account, use national account name, e.g. TRANSCEND and Account Number: 10393601 in every branch transaction.

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1.4.1.2.2.1 The branch has no need to pay the transmittal service of the authorized courier if under corporate account. The amount will be billed to the main office.

1.4.2. Retain booklet (Pink) copy for reference purposes.

1.4.3. Record return of used Accountable Receipt and Form booklets to Treasury Receivables Department in the Accountable Forms Control Logbook indicating date and number of covering Transmittal Report.

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