

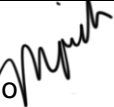
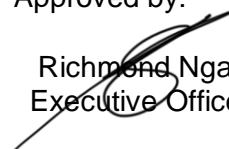
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	RECEIVING AND SUPPLY REQUEST OF ACCOUNTABLE RECEIPTS AND FORMS	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-16-03-1101
TO :	TREASURY RECEIVABLES STAFF	

## OBJECTIVE

1. To provide guidelines on receiving request of Accountable Receipts and Forms to prevent depletion and maintaining the inventory level of Accountable Receipts and Forms within acceptable limit so as not to hamper branch/department operations.

## POLICIES

1. It is the responsibility of the Treasury Receivables Staff to conduct physical count of Accountable Receipts and Forms inventory monthly and compare them to balance indicated in the Department Records.
2. It is the responsibility of the Treasury Receivables Staff to review the average and normal consumption of Accountable Receipts and Forms to avoid depletion of stock prior to requisition of printing.
  - 2.1. Basis of average and normal consumption of Accountable Receipts and Forms as follows:
    - 2.1.1. Total number of accounts and paying accounts
    - 2.1.2. Total number of Account Counselor
    - 2.1.3. Number of request per month
    - 2.1.4. Number of booklets/pads/sheets served per request
3. It is responsibility of the Treasury Receivables Staff to ensure safekeeping of all Accountable Receipts and Forms.
4. Accountable Receipts and Forms request must be delivered the next working day from the date of request except on Holiday, Saturday and Sunday.

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## PROCEDURES

### 1. Treasury Receivables Staff

- 1.1. Receive request from branch/department for replenishment of Accountable Forms via web mail.
- 1.2. Check request, whether new request or for follow up only and the inventory level of stock by requesting branch/department is within a reasonable limit.
- 1.3. When everything is in order, withdraw Accountable Receipts and Forms from stock based on the request of the branch/department and put them in a box or pouch.

1.3.1. Indicate clearly in the box or pouch the name of the branch/department.

### 1.4. Prepare Transmittal Report (TR) in three-(3) copies distributed as follows:

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

#### 1.4.1. Attach the Original and Green copies in the box or pouch to be forwarded to the branch/department.

1.4.1.1. If the transmittal will be picked up by the branch, the branch authorized representative has to sign in the Original and Green copies of the TR.

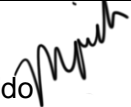
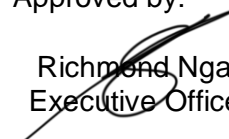
1.4.1.1.1. Retain Green copy and give the Original copy to the branch representative together with the box or pouch.

1.4.1.1.2. If the box or pouch will be picked up after office hour from the company security guard; put the Original and Green copies of the TR inside the box or pouch. The acknowledgement will be made by the cashier.

1.4.1.1.2.1. Record the transmittal in a control logbook and obtain signature of the company security guard.

1.4.1.2. If delivery will be through delivery truck, put the TR inside the box or pouch.

1.4.1.2.1. Record the transmittal in a control logbook and forward box or pouch to Warehouse or company security guard.

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- 1.4.1.2.2. Obtain signature from Inventory Staff or security guard in the control logbook.
- 1.4.1.3. If delivery will through authorized courier, put the TR inside the box or pouch.
  - 1.4.1.3.1. Forward the box or pouch to the Office Supply Section for pick-up of authorized courier.
  - 1.4.1.3.2. Obtain signature of Office Supply Section's representative in the control logbook.
- 1.5. Retain booklet (Pink) copy for reference purposes.
- 1.6. Receive signed green copy of the TR from branch/department.
- 1.7. Check if the Green copy of TR is duly signed; if everything is in order, file in permanent file in chronological order.

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