

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	DISBURSEMENT VOUCHER	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-15-12-016
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To document all types of disbursements taken out from branch daily collections such as but not limited to replenishment of Petty Cash Fund, approved or authorized expenses/disbursement in excess of P 500.00, annual business permit and licenses.
2. To guide the branch in the disbursement in the branch collections.

POLICIES

1. All disbursement in branch collections must be covered Disbursement Voucher except for agent commission wherein a Credit Memo will be issued will be the basis of disbursement from branch collections.
2. The authorization issued by the main office is just permission to withdraw money from the branch collections while Disbursement Voucher documents the withdrawal or disbursement.

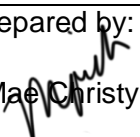
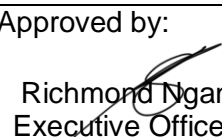
PROCEDURES

1. Cashier/Assistant Cashier

- 1.1. Receive authorization number from main office for disbursement out of branch collections.
 - 1.1.1. If the disbursement will be through Petty Cash Fund of the branch, approval number is needed which shall be issued by PCF Section of Treasury Department and will be covered by Petty Cash Voucher.
- 1.2. Fill-up Disbursement Voucher in two-(2) copies distributed as follows:
 - Original Copy - Accounting Copy
 - Duplicate - Branch copy
- 1.3. Forward duly accomplished Disbursement Voucher to the Branch Manager for review and approval.

2. Branch Manager

- 2.1. Receive duly accomplished Disbursement Voucher from the Cashier/Assistant Cashier and review the details thereof.
- 2.2. If everything is in order, affix signature over printed name in the approved by portion of the Disbursement Voucher.
- 2.3. Return the duly signed Disbursement Voucher to the Cashier/Assistant Cashier.

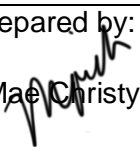
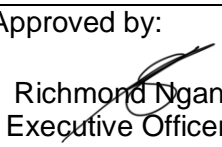
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3. Cashier/Assistant Cashier

- 3.1. Withdraw the amount in the Disbursement Voucher and forward amount to payee.
- 3.2. Obtain signature of the payee in the "Received by" portion of the Disbursement Voucher.
- 3.3. Post Disbursement Voucher in the BMS. It must be posted as the transaction occurs.
- 3.4. Place the posted Disbursement Voucher in a temporary file.
- 3.4. At the end of the day and after printing the branch Daily Performance Report (DPR), pull-out all Disbursement Voucher issued during the day from the temporary file.
- 3.4. Include the Disbursement Voucher to the transmittal to be forwarded to Treasury Receivables Department based on the required scheduled days.

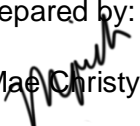
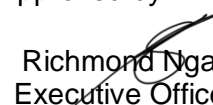
4. Form Explanation – Disbursement Voucher

Particular	Description
1. Dealer	: Complete name of the Company, e.g. Daan Hari, V8 Racer, Riders, Pacific Miles, etc.
2. Branch	: Complete name of the branch.
3. Date	: Date the voucher was prepared.
4. To	: Name of payee or person who received the money.
5. Particulars	: Specific description of expenses or disbursements to be made by the branch. Itemize the disbursement for various expenses.
5.1. Follow Petty Cash Fund (PCF) procedure if disbursement is for the said fund.	
5.2. The disbursement in the branch daily collections includes but not limited to the following; replenishment of PCF, branch rental, government permit, taxes and licenses, advertising and promotions.	
5.3. Indicate the following in the lower portion of the voucher:	
5.3.1. Authority number	
5.3.2. Name of authorized officer from the main office who issued the authority	
5.3.3. Date the authority was given	
6. Amount	: Specific amount of payment of an item included in the total disbursement to be made from the branch collections or PCF.
7. Total	: Summation of cost of items covered by an authority or approval.
8. Prepared by	: Signature over printed name of the cashier/assistant cashier and date the voucher was prepared.
9. Approved by	: Signature over printed name of the branch head and the date the voucher was reviewed.
10. Received by	: Signature over printed name of the payee or person receiving the money and it was received.

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DISBURSEMENT VOUCHER

<u>DAAN HARI</u> Dealer <u>OZAMIS</u> Branch	
<u>DISBURSEMENT VOUCHER</u>	
TO: <u>JUAN DELA CRUZ</u>	DATE: <u>Jan. 14, 2015</u>
PARTICULARS	Amount
Hauling for 14 Bonus 100	Php. 5,000.00
Authority No.: ACT1501002 Issued By: Precy Camayo	
TOTAL: Amount in Words: Five Thousand Pesos only.	Php. 5,000.00
Prepared by: Cashier	Approved by: Branch Manager
Received by: Branch Manager	

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