	MITSUKOSHI MOTORS PHILIPPINES,	INC.
	POLICY AND PROCEDURE	
POLICY TITLE :	REQUEST OF ACCOUNTABLE RECEIPTS AND FORMS	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-14-10-001
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

#### **OBJECTIVE**

To prevent depletion and maintaining the inventory level of Accountable Receipts and Forms within acceptable limit so as not to hamper branch operations.

### **POLICIES**

- 1. It is the responsibility of the Branch Manager and Cashier to conduct physical count of Accountable Receipts and Forms inventory regularly and compare them to balance indicated in the Accountable Forms Control Logbook.
- 2. It is the responsibility of the Branch Manager and Cashier to review the average and normal consumption of Accountable Receipts and Forms to avoid depletion of stock prior to requisition.
- 3. The use Accountable Receipts and Forms issued to other branch by the Treasury Receivables Department is prohibited unless approved and authorized by the latter.

#### **PROCEDURE**

- 1. Cashier/Assistant Cashier
  - 1.1. Conduct regular physical inventory count of all branch unused Accountable Receipts and Forms on a daily basis.
    - 1.1.1. Check unused Accountable Receipts and Forms counted and compared them to the Accountable Forms Control Logbook.
    - 1.1.2. Account for any missing booklet.

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- 1.1.2.1. If established missing, prepare incident report to be signed by Branch Manager with written explanation from branch personnel responsible for the lost of the unused Accountable Receipts and Forms.
  - 1.1.2.1.1. Obtain Affidavit of Loss; and
  - 1.1.2.1.2. Obtain Police Report if necessary
- 1.2. Ensure maintenance of required inventory level of unused Accountable Receipts and Forms.
  - 1.2.1. Collection/Official Receipt Booklet
    - 1.2.1.1. Maintain one (1) unused booklet of Collection/Official Receipt per Account Counselor (AC) for field collections and two-(2) unused booklets for the branch cashier for office collections.

### Example:

Three-(3) Account Counselors: 3 Unused CR/OR booklets

Branch Cashier

: 2 Unused CR/OR booklets

Total

: 5 Unused CR/OR booklets (Inventory is

considered low and the branch have to

request for immediate replenishment)

- 1.a.2. Other serially controlled Accountable Receipts and Forms, one-(1) unused booklet.
  - 1.2.2.1. Delivery Receipt (DR)
  - 1.2.2.2. Sales Invoice (SI)
  - 1.2.2.3. Cash Invoice (CI)/Sales Invoice Spare Parts (SISP)
  - 1.2.2.4. Job Order (JO)
  - 1.2.2.5. Credit Memo (CM)
  - 1.2.2.6. Acknowledgement Receipt of Cheques (ARC)
  - 1.2.2.7. Pull-Out Order (POO)
  - 1.2.2.8. Receiving Report (RR)
  - 1.2.2.9. Transmittal Report (TR).
- 1.a.3. Non-serially controlled forms
  - 1.2.3.1. One-(1) pad of Sales Kit
  - 1.2.3.2. One Hundred (100) pieces for other forms

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- 1.3. If inventory level of unused Accountable Receipts and Forms is low, request replenishment to Treasury Receivables Department by filling up Accountable Form Request (AFR) via web mail address to Treasury Receivables Staff handling Accountable Receipts and Forms.
  - 1.3.1. Scheduled day for request, Monday to Friday from 8:00am to 12:00 noon.
  - 1.3.2. Request for the day will be served to the branch the next working day, except on Saturday, Sunday and Holiday.
  - 1.3.3. The delivery of the replenishment of Accountable Receipts and Forms will be made through authorized courier or delivery truck, thus, allowance for travel/delivery time must be considered by the branch when determining their inventory level.

### 2. Treasury Receivables Staff

- 2.1. Receive request from branch for replenishment of Accountable Receipts and Forms via web mail.
- 2.2. Withdraw Accountable Receipts and Forms from stock based on the request of the branch and put them in a box or pouch.
  - 2.2.1. Indicate clearly in the box or pouch the name of the branch.
- 2.3. Prepare Transmittal Report (TR) in three-(3) copies distributed as follows:

Original

: Branch Copy

Green

: Treasury Receivables Copy

Pink

: Booklet Copy

- 2.3.1. Attach the Original and Green copies in the box or pouch to be forwarded to the branch.
  - 2.3.1.1. 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.
    - 1.3.1.1.1. Retain Green copy and give the Original copy to the branch representative together with the box or pouch.
    - 1.3.1.1.2. 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.

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- 1.3.1.1.2.1. Record the transmittal in a control logbook and obtain signature of the company security guard.
- 2.3.1.2. If delivery will be through delivery truck, put the TR inside the box or pouch.
  - 2.3.1.2.1. Record the transmittal in a control logbook and forward box or pouch to company security guard which will be transmitted to Carmona Warehouse for delivery to the branch.
  - 2.3.1.2.2. Obtain signature from Transmittal Section Staff or company security guard in the control logbook.
- 2.3.1.3. If delivery will be through authorized courier, put the TR inside the box or pouch.
  - 2.3.1.3.1. Forward the box or pouch to the Office Supply Section for pick-up of authorized courier.
  - 2.3.1.3.2. Obtain signature of Office Supply Section's representative in the control logbook.
- 2.4. Retain booklet (Pink) copy for reference purposes.

### 3. Cashier/Assistant Cashier

- 3.1. Receive delivery of Accountable Receipts and Forms from the Treasury Receivables Department and check items against the covering Transmittal Report (TR).
- 3.2. If everything is in order, affix signature over printed name in the "Received by" portion of the TR and indicate date of receipt.
- 3.3. Return signed Green copy to Treasury Receivables Department and file Original copy of the TR in a permanent file in chronological order.
- 3.4. Post delivery of Accountable Receipts and Forms in the branch control logbook to update data thereof.

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## FORM EXPLANATIONS

## 1. Accountable Form Request (AFR)

Particular	Description			
1. Dealer	: Name of company e.g. Daan Hari Motors Corporation			
2. Date	: Date of request.			
3. Branch Name	: Name of requesting branch.			
4. New Request	: Put a check mark for a new request.			
5. Follow up	: Put a check mark for follow up request if undelivered three (3) days from the date of request.			
<ul> <li>3. Branch Name</li> <li>4. New Request</li> <li>5. Follow up</li> <li>6. Type of Forms</li> <li>7. Name of requesting branch.</li> <li>7. Put a check mark for a new request.</li> <li>8. Put a check mark for follow up request if undelivered three (3) days from the date of request.</li> <li>8. Type of Forms</li> <li>9. Forms to be requested e.g. Delivery Receipt (DR)</li> </ul>				
7. Inventory				
6.1.1. Booklet No.	<ul> <li>: Indicate booklet number of the unused booklet.</li> <li>: Indicate serial number of the unused booklet in the "FROM" and "TO" portion; "FROM" pertain to start of</li> </ul>			
7.2. In used  : Booklet currently being used by the collect personnel.  6.2.1. Booklet No.  : Indicate booklet number of being currently used booklet in the "FROM" and "TO" portion; "FROM pertain to start of the series; and "TO" pertain to enseries.				
	: Indicate number of booklets/forms to be requested			
9. Remarks	: Other pertinent information regarding Accountable Receipt and Forms request.			
10. Prepared by	: Name of the cashier/assistant cashier who prepared the request.			
11. Noted by	: Name of the branch manager who approved the request.			
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## ACCOUNTABLE FORM REQUEST (PRO-FORMA)

			ACCOUNT	TABLE FORM REQ	UEST			
				DEALER				
BRANCH NAME:		-			DATE:			
NEW REQUEST:					FOLLOW U			
			INVI	ENTORY		-	REQUEST	
TYPE OF FORMS	L.	INUSED		- 1	N USED			
	BOOKLET NO.	OKLET NO. SERIES NO.	PARTICIPATION OF THE PARTICIPA	BOOKLET NO.	SERIES NO.		QUANTITY	REMARKS
		FROM	то	DOORLET HO.	FROM	TO		
							-	
			-				1	
						-		
				-				
PREPARED BY:						NOTED B	γ:	

# 2. Accountable Forms Control Logbook

	Particula	r	Desc	ription	
1.	Booklet #		The number indicated Accountable Receipt of		ooklet of the
2.	From		The beginning series n	umber of the book	let series.
3.	End		The ending series nur	nber of the booklet	series.
4.	Issued to	, , , , , , , , , , , , , , , , , , ,	The name and signatu who had received the		
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5. Date

: Date the Accountable Receipt or Form booklet was

issued to the authorized personnel.

6. Date Returned

: Date the Accountable Receipt or Form booklet was fully

used and returned to the cashier.

7. Signature

: Signature of the authorized personnel returning the

Accountable Receipt or Form booklet.

8. Returned to H.O.

8.1. TR No.

: The series number of the Transmittal Report covering

the return of used Accountable Receipt or Form

booklets.

8.2. Date

: The date of the Transmittal Report covering the return

of used Accountable Receipt or Form booklets.

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# ACCOUNTABLE FORMS CONTROL REGISTER (PRO-FORMA)

					Date		Returned to HO	
Booklet#	From	From To Issued to D	0.816	Returned	Signature	****	Date	
23	1051	1100	T. Faragas	4-28-12	4-30-12		19272	5-2-12
24	1101	11150	V. Reyes	4-28-12				teres enterente en experience de l'accessor de l'accessor de l'accessor de l'accessor de l'accessor de l'acces
. 25	1151	1200	R. Bacan	4-20-12				
28 .	1201	1250	T. Paragas	4-20-12	5-3-12			
TR No. 1546	5 May 3, 20	- 2						
27	1251	1200	T. =3/3035	5-3-12				Hararen protestan arteraz estas persona
28	1201	1350						
25	1834	1400						
20	1.401	1450						
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