

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUEST FOR AUTHORITY TO USE SKIPPED SERIES	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-14-10-004
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To ensure that use of skipped series are duly authorized.
2. To strengthen internal control system on the usage of serially controlled Accountable Receipts and Forms by the branch.

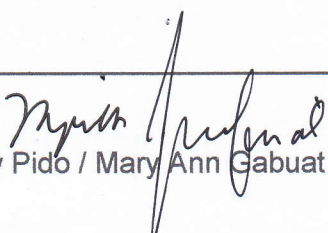
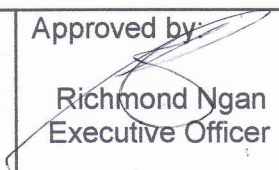
POLICIES

1. Only valid reason/s will be considered in the use of skipped Accountable Receipt and Form series by the branch.
2. Skipped Accountable Receipt and Form series after a day can no longer be used and must be cancelled by the branch. Nevertheless, the reason for cancellation must be indicated in the face of the cancelled series.
3. For printing error of the receipt, cancel immediately such as but not limited to different receipt number, excess copy or misaligned information. Any printing error must be reported to Treasury Receivables Department.
4. Erasure is highly discouraged.

PROCEDURE

1. Cashier/Assistant Cashier

- 1.1. Check series continuity of the serially controlled Accountable Receipts and Forms.

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- 1.2. Prepare written explanation upon discovery of skipped series of Accountable Receipt and Form address to Treasury Receivables Department for request of authority number to use the skipped series.

- 1.2.1. If committed by other branch personnel, ask for written explanation stating reason/s for such infraction as basis of request.

- 1.3. Forward request to Branch Manager for recommendation with written explanation before forwarding to Treasury Receivables Department.

2. Branch Manager (BM)

- 2.1. Receive request for usage of skipped series of Accountable Receipt and Form with written explanation from the cashier and evaluate reasonable of the request.

- 2.2. If everything is in order, signed in the noted by portion of the request and return to the cashier for transmittal to Treasury Receivables Department via web mail.

3. Cashier/Assistant Cashier

- 3.1. Receive and scan the signed letter request from the Branch Manager.

- 3.2. Forward scanned letter request to use skipped series of Accountable Receipt and Form to Treasury Receivables Department for authority number via web mail.

4. Treasury Receivables Staff

- 4.1. Receive scanned letter request from the branch through web mail and evaluate reasonableness of the explanation for the skipped series of Accountable Receipt and Form.

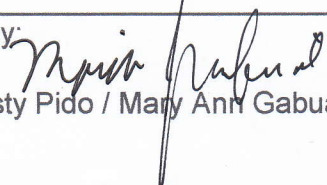
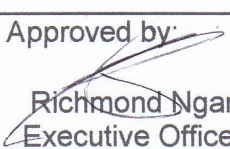
- 4.2. If everything is in order, give authority number to use the skipped series of the Accountable Receipt and Form.

- 4.3. Inform the cashier of the approval and the authority number to use the skipped series of the Accountable Receipt and Form through web mail.

5. Cashier/Assistant Cashier

- 5.1. Receive the approval and authority number to use the skipped series of Accountable Receipt and Form from the Treasury Receivables Department.

- 5.2. Record authority number in the Authority Control Logbook and ensure that the skipped series will be used in the next transaction.

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