

MITSUKOSHI MOTORS PHILS., INC.		
POLICY		
POLICY TITLE :	REVOLVING FUND REPLENISHMENT	Ref. No. 2015-12-008
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	
TO :	REGIONAL MANAGER/ AREA MANAGER	December 1, 2015

OBJECTIVE

1. To guide officers and field personnel who have assigned Revolving Fund for their proper use and maintenance.
2. To establish accountability of officers and field personnel who assigned Revolving Fund at any given time.
3. To eliminate if not minimize errors in the reimbursement and replenishment of Revolving Fund.
4. To define limitation in the disbursement in the Revolving Fund.

POLICIES

1. Only legitimate and necessary expenditures shall be disbursed from the established Revolving Fund with corresponding supporting documents.
2. Any erasures and/or tampering in the supporting receipt if not properly authenticated will make the expense null and void and will be charged back to the officer or field personnel who made the reimbursement.
3. Any disallowed expenses on the Revolving Fund will be deducted to the officers or field personnel on the nearest payroll date and subject to disciplinary action based on the Company Code of Discipline.
4. The revolving fund shall be replenished from time to time from the main office through officer's personal ATM account.
5. No replenishment or additional fund can be made by the officers or any branch personnel without approval from main office authorized officers.

PROCEDURES

1. Office/Field Personnel
 - 1.1. Accomplish and summarize expenses for replenishment of Revolving Fund using Revolving Fund Replenishment Form in duplicate copies.
 - 1.2. Re-check Revolving Fund Replenishment Form against supporting invoices/receipts.
 - 1.3. Affix signature in the "Submitted by" portion of the form and sent original copy of the Revolving Fund Replenishment Form together with supporting

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invoices/receipts to Treasury Department for review and approval of authorized officer.

1.4. Retain the duplicate copy for personal file.

1.4.1. In the event of any disapproved expenses included in the submitted replenishment, it will be charged and deducted from the salary of the officer or personnel concerned in full in the nearest payroll date.

1.4.2. Approved expenses will be charged to Transportation and Travelling Expenses or any appropriate accounts as to the nature of expenses incurred by the officer or personnel concerned.

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Date: _____

LIQUIDATION SHEET

[illegible]

AMOUNT IN WORDS:

Revolving Fund
Expenses from _____ to _____
Total Cash on Hand

Submitted by:

Approved by:

Signature Over Printed Name

Prepared by:

Rolando B. Galang

Approved by:

Richmond Ngan
Executive Officer

Effective

December 1, 2015

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