


TO : CAPTIVE PRINTING CORP.
FROM : SECURITY BANK CORPORATION
General Services Division
Date : February 24, 2015
RE : PRINTING OF MC's

.....

Name of Branch : HEAD OFFICE – LOANS OPERATIONS
Branch Address : Security Bank Centre
6776 Ayala Ave., Makati City
BRSTN CODE : 01014-186-5
Account No. : 1350-821100608
Start Serial No. : 557421
No. of Pads : 10,000 pcs. of Manager's Check (continuous form)

Verified by:


JULIUS REY S. SAN JOSE
Purchasing Officer

Approved by:


JOHN T. GARCIA / AVP
General Services Division




GSD - Nonstock Requisition Details

Non-Capex

Procedure | Home

-choose action-

go

REFERENCE NO. 69697 UNIT/BRANCH NAME: SB Savings - Loans Operations And Support
 REQUESTED BY: Melody Sta. Maria DATE REQUESTED: 2/1/2015 11:39:29 AM
 JUSTIFICATION: REQUEST FOR MC (MANAGERS CHECK) TO BE USE BY SBC-LOSD WITH NEW BRSTN OF 010141865 SAID REQUEST WAS DUE TO INTEGRATION FROM SBS TO SBC.

QUANTITY	UNIT	ITEM DESCRIPTION	APPX. AMNT	ASSIGNED FOR CANVASSING TO
10000	PIECE	CUSTOMIZED CHECK	0.00	Armilyn Remitar

OFFICERS INITIAL	OFFICERS COMMENTS COMMENT(S)	DATE/TIME
A. B. AMODA JR.	ENDORSE FOR APPROVAL THE INITIAL REQUISITION OF MANAGER'S CHECK FOR SBC-LOSD WITH THE NEW BRSTN#010141865. SBC-LOSD WILL START USING THIS NEW MC ONCE INTEGRATION FROM SBS TO SBC HAS BEEN FINALIZED. OIC: A. B. AMODA JR. >APPROVE	2/2/2015 10:11:52 AM
B. W. AU	OIC: B. W. AU >APPROVE	2/2/2015 10:30:02 AM
H. ... MACARAIG	HI SIR, FOR YOUR APPROVAL PLEASE. THANK YOU. :) > FORWARDED TO JOHN GARCIA	2/3/2015 8:26:49 AM
J. ... GARCIA	(APPROVED) > RETURNED TO HERSHEY MACARAIG	2/3/2015 10:17:16 AM
H. ... MACARAIG	> FORWARDED TO JULIUS REY SAN JOSE	2/6/2015 9:53:37 AM

ENTER COMMENTS HERE

SIA - 2/6 - 2/24 (P)
 SAVINGS: # -

GSD - Purchasing (JSanJose)

From: Melody Sta. Maria
Sent: Friday, February 20, 2015 9:57 PM
To: GSD - Purchasing (JSanJose)
Cc: Fe Capistrano; Dina Fernandez
Subject: RE: Manager's Check (SBS - LOSD)

Hi Sir, please see below reply

Thanks,
MELODY STA MARIA
PDC MANAGEMNT SECTION
LOANS OPERATION AND SUPPORT DEPARTMENT
SECURITY BANK SAVING
TEL. 464-3000 LOC 3151



From: GSD - Purchasing (JSanJose)
Sent: Friday, February 20, 2015 10:14 AM
To: Melody Sta. Maria
Cc: GSD - Purchasing (JSanJose)
Subject: Manager's Check (SBS - LOSD)

Hi Ma'am,

With regards to your Manager's check request (ref.# 69697), may we have the following details since supplier will already start the printing of checks:

- Name of Branch – HEAD OFFICE - LOAN OPERATIONS
- Branch Address – Security Bank Centre
6776 Ayala Ave., Makati City
- BRSTN Code – 01014-186-5 (kindly confirm if ok) -confirmed
- Account number -1350-821100608
- Starting Series

Thanks

JULIUS REY S. SAN JOSE
Purchasing Officer
General Services Division
Tel.: +63(2) 888-7388
Fax: +63(2) 891-1234

