

# PROCEDURES



Document No. : CMDS-PM-FIN-003

Revision No. : 0

Date Created: April 16, 2025

Effective Date : April 24, 2025

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TITLE	CASH ADVANCE FOR LIQUIDATION (CAFL)
OBJECTIVE	To be able to request funds for specific purposes and be able to properly liquidate the expenses within the set deadline.
SCOPE	This procedure includes all activities in requesting cash funds and how it should be liquidated to justify expenditures.

## DEFINITION OF TERMS:

SD- Supporting Documents

RF- Revolving Fund

PVRF- Payment Voucher Revolving Fund

PV- Payment Voucher

CAFL- Cash Advance for Liquidation

RESPONSIBILITY	ACTIVITIES	INTERFACES / REMARKS
Employee	<p>START</p> <p>Submit CAFL Request Form</p>	<p>CAFL Request Form, HW-FM-FIN-009</p> <p>The employee shall fill out the CAFL Request Form with the approved SD from the approving authority, it can be the President &amp; CEO, Finance, or Admin and submit to Finance Assistant.</p>
Finance Assistant	<p>Encode in QnE and Print RF Voucher and Debit Note</p>	<p>QnE Debit Note/ RF Voucher</p> <p>The Finance Assistant shall encode the details in QnE, print the RF Voucher and Debit Note, and then forward these to the Finance Officer.</p>
Finance Officer	<p>Check RF Voucher and Debit Note</p>	<p>CAFL Request Form QnE Debit Note/RF Voucher</p> <p>The Finance Officer shall check the RF Voucher and Debit Note, then forward it to the Corporate Finance Manager for approval.</p>
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RESPONSIBILITY	ACTIVITIES	INTERFACES / REMARKS
Corporate Finance Manager		<p>CAFL Request Form QnE Debit Note/RF Voucher</p> <p>The Corporate Finance Manager shall approve the Cash Advance Liquidation Report then forward to Head Cashier.</p>
Head Cashier		<p>QnE Debit Note/RF Voucher, Telegram</p> <p>The Corporate Finance Officer shall inform the Head Cashier through Telegram in order to release the amount to the requesting employee.</p>
		<p>Cash Advance Liquidation Report Official Receipts</p> <p>The employee will be informed by the Finance Assistant when they can receive their CAFL.</p>
Employee		<p>CAFLs must be liquidated within 7 working days from the date of disbursement.</p> <p>The employee shall fill out the CAFL Report and attach corresponding receipts to support the liquidation.</p> <p>Receipts must be glued neatly in a bond paper for proper documentation of liquidation.</p>
		<p>Any excess cash must be returned to the Finance Assistant as part of</p>



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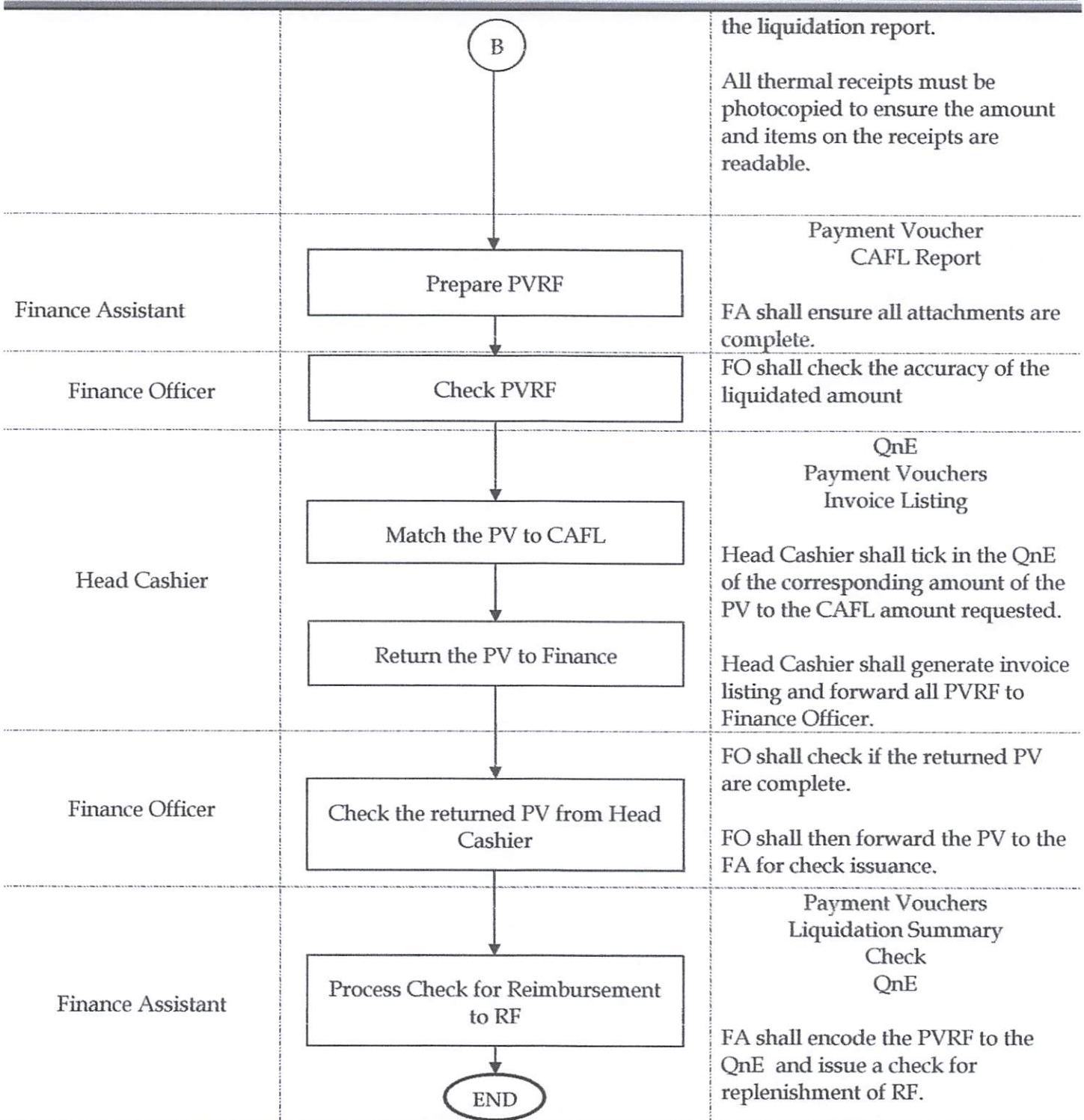
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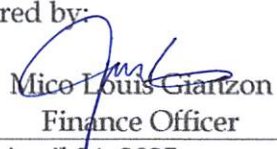
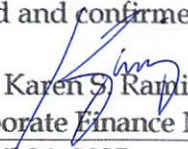

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## ADDITIONAL NOTES:

1. If the purpose of CAFL is for travelling outside Bacolod for more than 1 day, liquidation of expenses must be submitted within 7 working days from the date of return.
2. If the employee needs to travel before the 1<sup>st</sup> Cash Advance was liquidated, the Liquidation Report shall be submitted within 7 working days after completion of the next travel.
3. All unsupported/unofficial and unliquidated CAFL shall be charged to the account of the requesting employee and shall be outright deducted from the salary.
4. If prompt charging is not done, unliquidated CAFL shall be charged to the account of Finance Officer concerned.
5. In case of charging the unliquidated amount, the employee shall sign the CAFL Liquidation Report and shall serve as acknowledgement of the amount to be outright deducted.
6. The Quality Management Head/ Associate will send a soft copy of the following forms to every Immediate Heads:
  - a. Cash Advance Request Form
  - b. Cash Advance Liquidation Report
7. The Immediate Supervisors will then print copies, and the employee may get a copy to fill out before they go to the Finance Department for processing.

## REFERENCES RECORDS GENERATED:

- |                                    |               |
|------------------------------------|---------------|
| 1. QMS Memorandum No. 2022-005     |               |
| 2. QnE Records                     |               |
| 3. Cash Advance Request Form       | HW-FM-FIN-009 |
| 4. Revolving Funds (RF) Voucher    |               |
| 5. QnE Debit Note                  |               |
| 6. Cash Advance Liquidation Report | HW-FM-FIN-004 |
| 7. Official Receipt/s              |               |
| 8. Supporting Documents            |               |
| 9. Reimbursement Form              | HW-FM-FIN-010 |

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Date: April 24, 2025	Date: April 24, 2025	Date: April 24, 2025