

GENERAL ASSEMBLY

Disbursements

Description		Note		Amount	
Sound System		1		5,000.00	
Date	Description	Qty	Unit Price	Total Amount	Reference
01-02-25	Down payment for sound system	1	2,500.00	2,500.00	XYZ Studio receipt
01-06-25	Full payment for sound system	1	2,500.00	2,500.00	XYZ Studio receipt
Food Allowance		2		1,950.00	
Date	Description	Qty	Unit Price	Total Amount	Reference
01-02-25	Down payment for food allowance	2	975.00	1,950.00	XYZ Catering receipt

Total Disbursement: 6,950.00

Amount to Be Remitted: 3,050.00

Title of Activity	GENERAL ASSEMBLY	
Cash Received	TEN THOUSAND FIVE HUNDRED PESOS (P 10,500.00)	
Less Disbursement:		
Description	Note	Amount (P)
Sound System	1	5,000.00

Food Allowance	2	1,950.00
Total Disbursement	6,950.00	
Amount to be Remitted	3,050.00	

Prepared by:

NAME

Treasurer, Organization

NAME

President, Organization

Recommending Approval:

NAME

Junior Adviser, Organization

NAME

Senior Adviser, Organization

JAMES MATHEW S. BELEN

President, CSG

MICHAEL EDWARD T. ARMINTIA, REE

In-charge, SGOA

APPROVED:

JIMPLE JAY R. MALIGRO
Coordinator, SDS

Note 1: Sound System					
Date	Description	Qty	Unit Price	Total Amount	Reference
01-02-25	Down payment for sound system	1	2,500.00	2,500.00	XYZ Studio receipt
01-06-25	Full payment for sound system	1	2,500.00	2,500.00	XYZ Studio receipt
TOTAL:				5,000.00	

Note 2: Food Allowance					
Date	Description	Qty	Unit Price	Total Amount	Reference
01-02-25	Down payment for sound system	1	2,500.00	2,500.00	XYZ Studio receipt
01-06-25	Full payment for sound system	1	2,500.00	2,500.00	XYZ Studio receipt
TOTAL:				5,000.00	