



January 12, 2021

MEMORANDUM

TO : ALL UPLBFI PROJECT LEADERS

FROM : ENRICO P. SUPANGCO
Executive Director

RE : SUBMISSION OF ORIGINAL HARD COPY DOCUMENTS

Effective January 18, 2021, UPLBFI will revert to receiving hard copy of original documents. We will no longer accept documents through e-request.

As such, please be guided by the following:

- Visit www.uplbfi.org and download the UPLBFI routing slip form (see attached). Fill out the necessary information and do not forget to indicate the contact number and email address.
- Bring two(2) accomplished routing slip forms together with the original documents for receiving and present to the information desk staff. The staff will check and acknowledge the documents and will request one (1) copy of routing slip for our file. The other copy will serve as temporary receiving copy.
- Tracer number will be provided through e-mail on the following day after the documents were sanitized and handed to the front desk officer. The tracer number will be our reference for the transaction.
- All documents must be originally signed by the requesting party and approving authority.
- For queries, you may contact us through landline nos. (049)536 3688/536 6265 or email us at uplbfoundation@uplbfi.org.
- Wear mask, sanitize and observe physical distancing.

ROUTING SLIP

*Required fields

*Date: _____

*Origin Office: _____

*Contact Person: _____

*Contact Number(s): _____

*Email Address: _____

RECEIVED BY: _____

| # | TYPE OF DOCUMENT | NAME/PAYEE NAME | FUND CODE | PARTICULARS | AMOUNT | TRACER NO. |
|----|---------------------|-----------------|-----------|---|----------|------------|
| 1 | PROJECT APPOINTMENT | JUAN DELA CRUZ | RE00-0000 | DURATION:JANUARY 1, 2021 TO JANUARY 31, 2020 | 7,000.00 | |
| 2 | LETTER | JUAN DELA CRUZ | RE00-0000 | RESIGNATION LETTER | - | |
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SAMPLE ONLY

NOTE:

To be prepared in **DUPLICATE** one (1) copy to the requesting party and one(1) copy for UPLBFI.
Tracer number(s) will be sent thru email.