

UPLB FOUNDATION, INC.
A.Aglibut Ave. (formerly Lanzones St.)
UPLB Campus, College, Laguna
Web: www.uplbfi.org
E-mail: uplbfoundation@uplbfi.org
Tel./ Fax No.: (049) 536-3688

CASH ADVANCE REQUEST

Requisitioner : _____ Date : _____
Position : _____ Tel. No: _____
Dept/College : _____
Fund Source : _____

EXPENSE ITEMS

AMOUNT

Supplies	P_____
Travel	_____
Others (Please specify)	_____
_____	_____
_____	_____
TOTAL	P_____

I hereby promise to liquidate this cash advance not later than _____.
If I fail to do so I am hereby authorizing UPLB and UPLBFI to withhold my salary/honorarium and other remuneration due me.

PRINTED NAME AND SIGNATURE

NOTED BY:

PROJECT LEADER

UNIT DIRECTOR

COLLEGE DEAN

APPROVED BY:

DR. ENRICO P. SUPANGCO
Executive Director

CASH ADVANCE ACCOUNTABILITY

Outstanding P_____

Breakdown

Project Title

- 1.
- 2.
- 3.

TOTAL P_____

Conditions/Sanctions on Cash Advance

- A Special Power of Attorney (SPA) is required for cash advance exceeding Thirty Thousand Pesos (P30,000.00).
- In the event that the requisitioner cannot liquidate on time, any compensation due him/her equivalent to the unsettled cash advance shall be withheld.
- An interest of 5% per annum on the unliquidated cash advance will be assessed starting the date of the expiration of cash advance, without prejudice to filing civil case in court after ignoring at least one (1) letter reminding settlement of obligation.

Conforme:

Signature over Printed Name