**UPLB FOUNDATION, INC.**

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# CASH ADVANCE SETTLEMENT FORM

This is to partially/fully settle our cash advance of

dated as per C.V. Number

REQUISITIONER POSITION

PROJECT TITLE/CODE

CONTACT ADDRESS/TEL. NO.

EMAIL ADDRESS SUMMARY PER LINE ITEM

|  |  |  |  |
| --- | --- | --- | --- |
| **MAINTENANCE AND OPERATING EXPENSES** | |  | **AMOUNT** |
|  | Supplies & Materials |  |  |
|  | Other Services |  |  |
|  | Local Travel |  |  |
|  | Workshop/Trng/Cont. |  |  |
|  | Misc/Sundries |  |  |
|  | Equipment |  |  |
|  | Others (Please specify) |  |  |
|  |  |  |  |
|  |  |  |  |

LESS: AMOUNT OF CASH ADVANCE

OUTSTANDING**/**REIMBURSEMENT FROM CASH ADVANCE **Php -**

SUMMARY OF EXPENSES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Item | Supplier | OR# / SI# | AMOUNT |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **PREPARED BY:** |  | **SUBMITTED BY:** |
|  |  |  |
| **PROJECT STAFF** |  | REQUISITIONER |
| CONTACT NO.: |  |  |
| EMAIL: |  |  |
|  |  |  |
| **NOTED BY:** |  |  |
|  |  |  |
| PROJECT LEADER |  | UNIT DIRECTOR |
|  |  |  |
|  |  |  |
| COLLEGE DEAN |  | **APPROVED BY:** |
|  |  |  |
|  |  | **DR. ENRICO P. SUPANGCO** |
|  |  | Executive Director |