

UPLB FOUNDATION, INC.

A.P. Aglibut Ave., College, Laguna 4031

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Tel./ Fax No.: (049) 536-3688/6265

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

CONTACT NO.:

EMAIL:

REQUISITIONER

NOTED BY:

PROJECT LEADER

UNIT DIRECTOR

COLLEGE DEAN

APPROVED BY:

DR. ENRICO P. SUPANGCO

Executive Director