


Report on Aging of Cash Advances
Schedule of Advances to Officers and Employees
 As of November 15, 2013

Agency Name: POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 Agency Code: _____

Book Title : _____
 Account Title: Advances to Officers & Employees
 Account Code: 148

Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of Liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Local Travel									
2. Foreign Travel									
3. Special Activities/ Projects									
Camacho, Barbara	11/6/2013	61st Founding Anniversary of Guidance, SO# 2198	355825	27,640.00	27,640.00				
Enguerra, Anne	11/12/2013	NSTP Educators & Implementers Training, SO# 2583	260420	6,080.00	6,080.00				
Fajilago, Ria S.	11/7/2013	Alumni Relations Orientation Seminar, SO# 2491	355831	38,230.00	38,230.00				
Herbolario, Rico	11/12/2013	NSTP Educators & Implementers Training, SO# 2583	260419	6,080.00	6,080.00				
B. Advances to Regular Disbursing Officers									
1 Payroll									
2 Seminars/Conferences Expenses									
TOTALS				78,030.00	78,030.00	-	-	-	

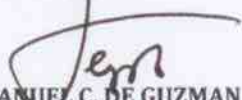
Certified Correct:


HELEN R. ALCANTARA
 Director, Accounting Office

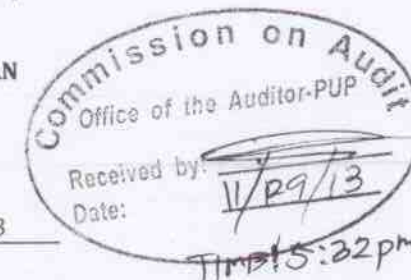
Verified by:

MA. CRISTINA R. VILLANUEVA
 COA, Resident Auditor

Approved by:


EMANUEL C. DE GUZMAN
 President

Date Submitted: November 29, 2013



Note: This Report of Aging of Cash Advances shall be submitted by the Agency directly to COA. COA shall provide the IATF the list of Departments/ Agencies that are compliant with this condition.