

## MANUEL S. ENVERGA UNIVERSITY FOUNDATION LUCENA CITY

## An Autonomous University OFFICE OF THE CHIEF ACCOUNTANT

## **OUALITY FORM**

Document Code: OCA-F-L/RR						
Document Title: Liquidation/Reimbursement Report						
Page No.: Page 1 of 1						
Revision No.: 0						
Effectivity Date : September 19, 2022						
Prepared by : CA						
Reviewed by : QMR						
Approved by : President						

## LIQUIDATION / REIMBURSEMENT REPORT

Employee:				Date Report Filed:					
Office / Department:			Check Voucher No. :						
Date(s) of Activity:			Attach approved budget:						
Name of Activity:									
	,	Note: Kindly attach the nec	essary supporting docu	rting documents. (check the box)					
		Attendance sheet		Official receipts					
		Certificates		Acknowledgment	receipts				
		BIR Form 2307 (issued to regular suppliers/professionals)		Travel order					
Official / Acknowledgment Rec			eipt Budgeted Actual Excess Fun			Excess Funds			
Date	No.	Supplier	Descri	ption	Amount	Expense	(Reimbursible)		
					Р	Р	Р		
	1								
	1								
	+								
	<u> </u>								
	1								
	1								
	-								
	-								
	1	1	Totals		Р	Р	Р		
			Excess funds to be r	eturned to Cashier	OR#	Dat	e:		
Prepared by:			Noted By:		Received by:				
Department	t:		Department Head			Accounting Department			
			<u>'</u>			<u> </u>			