



**Colegio de San Juan de Letran**  
Letran Research Center

**CASH ADVANCE REQUEST**

<b>Department name</b>		<b>Date Submitted</b>	
<b>Requested by</b>		<b>Check Payee</b>	
<b>Recommending Approval:</b>	<b>Prof. Belinda V. de Castro, Ph.D.</b>		

*(Director, LRC)*

<b>Purpose:</b>			
<b>Beginning Date of Project:</b>		<b>For Travel- Departure Date:</b>	
<b>End Date of Project:</b>		<b>Return Date:</b>	

Budget Charged to:

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*Please attach supporting documents.*

Itemized Expenses	Amount
<b>Total Advance Requested</b>	
<small>Important notice: Always demand for original receipts and or invoices. When paying for goods and services, payment shall be net of withholding tax. (Withholding Tax Rates: Services- 2%; Rental- 5%; Professional Services- 15%)</small>	

**RECEIPT OF CASH ADVANCE**

I, the undersigned recipient of this cash advance, certify that the funds requested shall be spent for legitimate business purposes, and that all funds shall be properly liquidated as per Colegio policy by submitting an expense report within 15 days at the end date/return date noted above. Otherwise, my subsequent request for advance shall not be approved, and I hereby authorize Colegio San Juan de Letran to deduct this amount from my salary without any notice.

I have read and understood the above information. In case of receipt through a representative, I hereby authorize the person whose signature appears below, to receive for and in my behalf, the amount requested.

Name and signature of requestor/ Date received	Name and signature of representative/ Date received

LRC-A103