Policy No: ADM-POL-COMP-0012
Policy Title: Cash Advance Liquidation Policy
Implementation Procedure: ACA-PROC-COMP-0007 Cash Advance Liquidation Procedure
Date of Issuance: S.Y.2010-2001
Effectivity: S.Y. 2010-2001 to present
Page Number: One (1)
Office of Origin: Comptrollership

"Supersedes" Notification:

Purpose of Policy: The policy details the Colegio's policy in the liquidation of all cash advances.

Detailed Policy Statement:
- All Cash Advances should be liquidated within seven days after the receipt of the check.
- The details of the Cash Advance should be enumerated in the Cash Advance Liquidation Form.
- The details in the Cash Advance Liquidation form should be accompanied with receipts and/or acknowledgement receipts.
- All Cash Advance Liquidation form should be reviewed and approved by the Department Head.
- All Cash Advance Liquidation form should be submitted to the Accounting Office through the Voucher Clerk.
- The Accounting Office provides follow ups to employees and offices who failed to settle their Cash Advance Liquidation reports.
- Employees who fail to settle their Cash Advance Liquidation reports within a semester shall have their clearances on hold.

Applicability: All Department Heads
Policy Approval Authority: Comptroller

Related Policies or References
Definition:
Approved by
Asst. Prof. Ariel de las Alas

Date of Approval

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