


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.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Comptrollership
"Supersedes" Notification:	
Purpose of Policy:	The policy details the Colegio's policy in the liquidation of all cash advances.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• All Cash Advances should be liquidated within seven days after the receipt of the check.</li> <li>• The details of the Cash Advance should be enumerated in the Cash Advance Liquidation Form.</li> <li>• The details in the Cash Advance Liquidation form should be accompanied with receipts and/or acknowledgement receipts.</li> <li>• All Cash Advance Liquidation form should be reviewed and approved by the Department Head.</li> <li>• All Cash Advance Liquidation form should be submitted to the Accounting Office through the Voucher Clerk.</li> <li>• The Accounting Office provides follow ups to employees and offices who failed to settle their Cash Advance Liquidation reports.</li> <li>• Employees who fail to settle their Cash Advance Liquidation reports within a semester shall have their clearances on hold.</li> </ul>
Applicability:	All Department Heads
Policy Approval Authority:	Comptroller
Related Policies or References	
Definition:	
Approved by	 <hr/> Asst. Prof. Ariel de las Alas
Date of Approval	