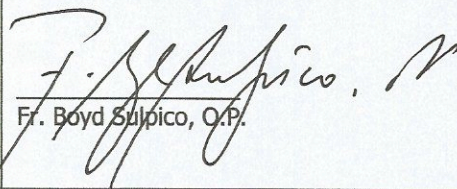


Policy No:	ADM-POL-FAD-0003
Policy Title:	Policy on Trust Funds
Implementation Procedure:	
Date of Issuance:	July 2012
Effectivity:	July 2012 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Vice President for Financial Affairs (VPFA)
"Supersedes" Notification:	
Purpose of Policy:	The policy is designed to establish the Colegio's management of trust funds.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All entrusted funds in behalf of the Colegio shall be properly accounted for. • Cash advances against the trust fund with relatively long period of time to accomplish shall, on a monthly basis, submit a progress report on the utilization of such fund. • All supporting documents pertaining to interim or progress reports shall be submitted to the accounting office. • Only expenses for which the trust fund is intended shall be allowed in the liquidation of the fund.
Applicability:	All students and employees
Policy Approval Authority:	Vice President for Financial Affairs
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Fr. Boyd Sulpico, O.P.
Date of Approval	

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