	<h1 style="text-align: center;">Availment of Official Cash Advance</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number: 2P-FIN-03.02
	Department: F2 Logistics Philippines Inc.-Finance	Effective Date: November 20, 2022	Revision No 2

Scope

This document covers the policies and procedures in processing employee's cash advance.

Definition of Terms

Official cash advance represents business related activities such as operating expenses, advances in connection with official business/purpose, such as traveling, representations, training, seminars and other expenses for official purposes subject for liquidation.

Cash advance form is use as a document in requesting advances.


Ownership

The Accounts Payable and Treasury Team is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

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Policies

1. Cash advance can be availed by organic employees for business related activities.
2. The cash advance form is used to document each cash advance. The requesting officer or team member should accomplished the following information:
 - Cash Advance Form date
 - Department
 - Name of requesting employees
 - Amount
 - Purpose
 - Description
 - Name of approver
3. The cash advance form must be duly approved prior to submission to payable team.
4. No new cash advance is given to an employee with an outstanding unliquidated cash advance, except for on-going project related requests.
5. All advances must be liquidated within 72 hours upon completion of transactions.
6. Excess money from cash advance must be returned upon submission of liquidation and must be issued with NON-VAT Official Receipt.

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Procedures

This activity is initiated by receipt of employees cash advance form

Requester Employee

1. Accomplishes the cash advance form approved by immediate leader/ manager
2. Attaches supporting documents with Authority to Deduct Form
3. Submits to Finance

Finance Assistant


4. Receives approved cash advance and validates correctness and completeness of the hardcopy or electronic form, whichever is available.
5. Verifies any outstanding cash advances, If with outstanding cash advance, stamp "with pending cash advance, seek approval of immediate leader/ department head and secure commitment date to liquidate the pending cash advance.
6. Verifies any outstanding cash advances, If no outstanding cash advance, stamp "no pending cash advance"
7. Affixes cash advance number
8. Processes cash advance (refer to Process Suppliers Invoices with no Purchase Order)

End of Activity

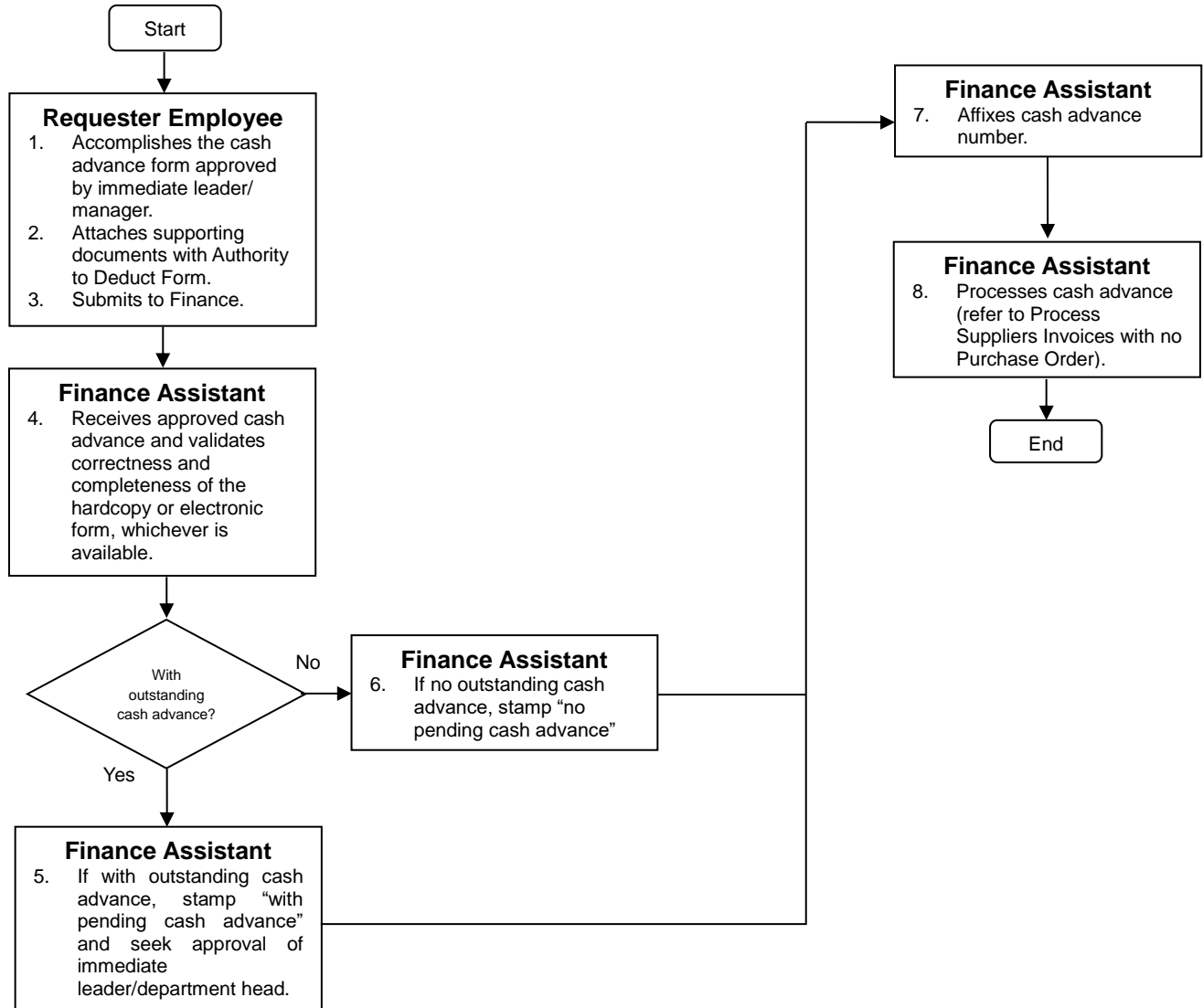
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