

	<h1>Accounts Payable Trade-Local Policies and Procedures</h1>		Document Number: 2P-GL-03.03
	Department: Global - Finance	Effective Date: May 6, 2021	Revision No 3

Scope

This document covers the policies and procedures in the processing of cash advance, liquidation of cash advance or disbursement and replenishment of revolving fund.

Ownership

The AVP-Finance/ Finance Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Policies

1. Finance In-charge shall ensure the completeness of the receipted charges and the correctness of the expenses and job entries by checking the documents provided by the Operations and Non-Operations In-charge.
2. Finance In-charge shall ensure cash advances are liquidated per agreed prescribed timetable.
3. Finance In-charge shall ensure that the revolving cash funds are timely replenished for timely needs or special funds are liquidated on time.
4. Finance In-charge shall release the check from Financial Management System (FMS) upon Confirmation via online banking or updated bank passbook that the check released to the supplier is already presented to the bank.
5. Finance In-charge shall ensure all checks presented to the bank are released from Financial Management System (FMS).

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Accounts Payable Trade-Local Policies and Procedures

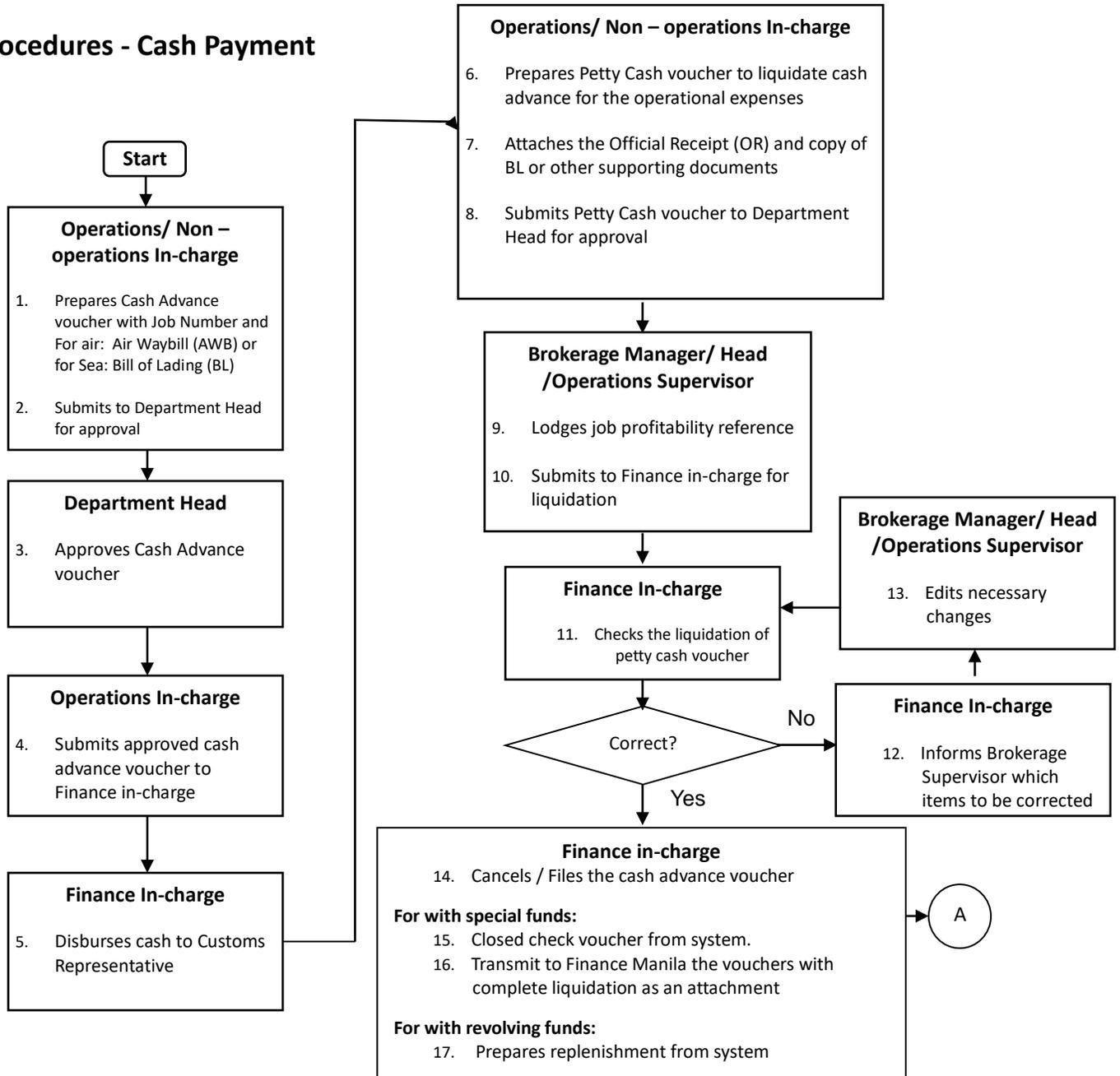
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Procedures - Cash Payment



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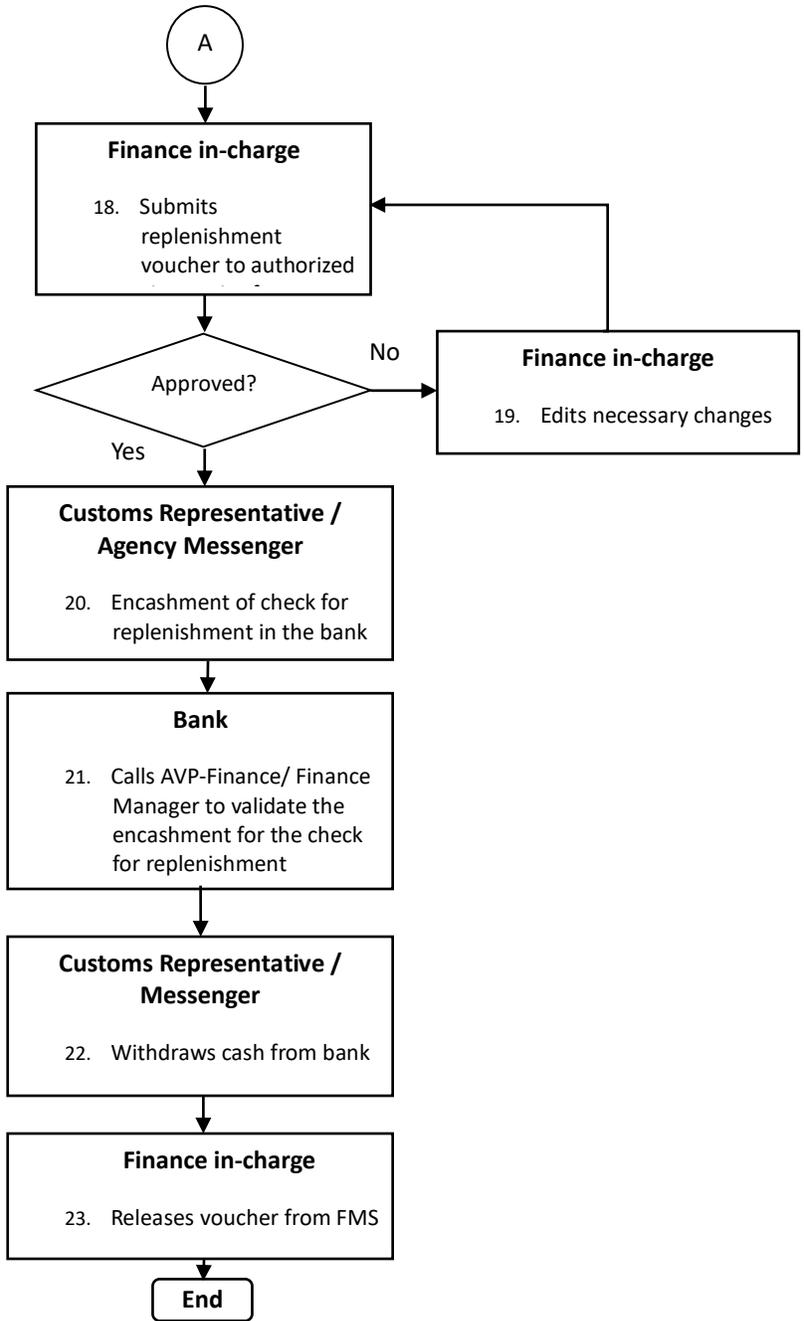
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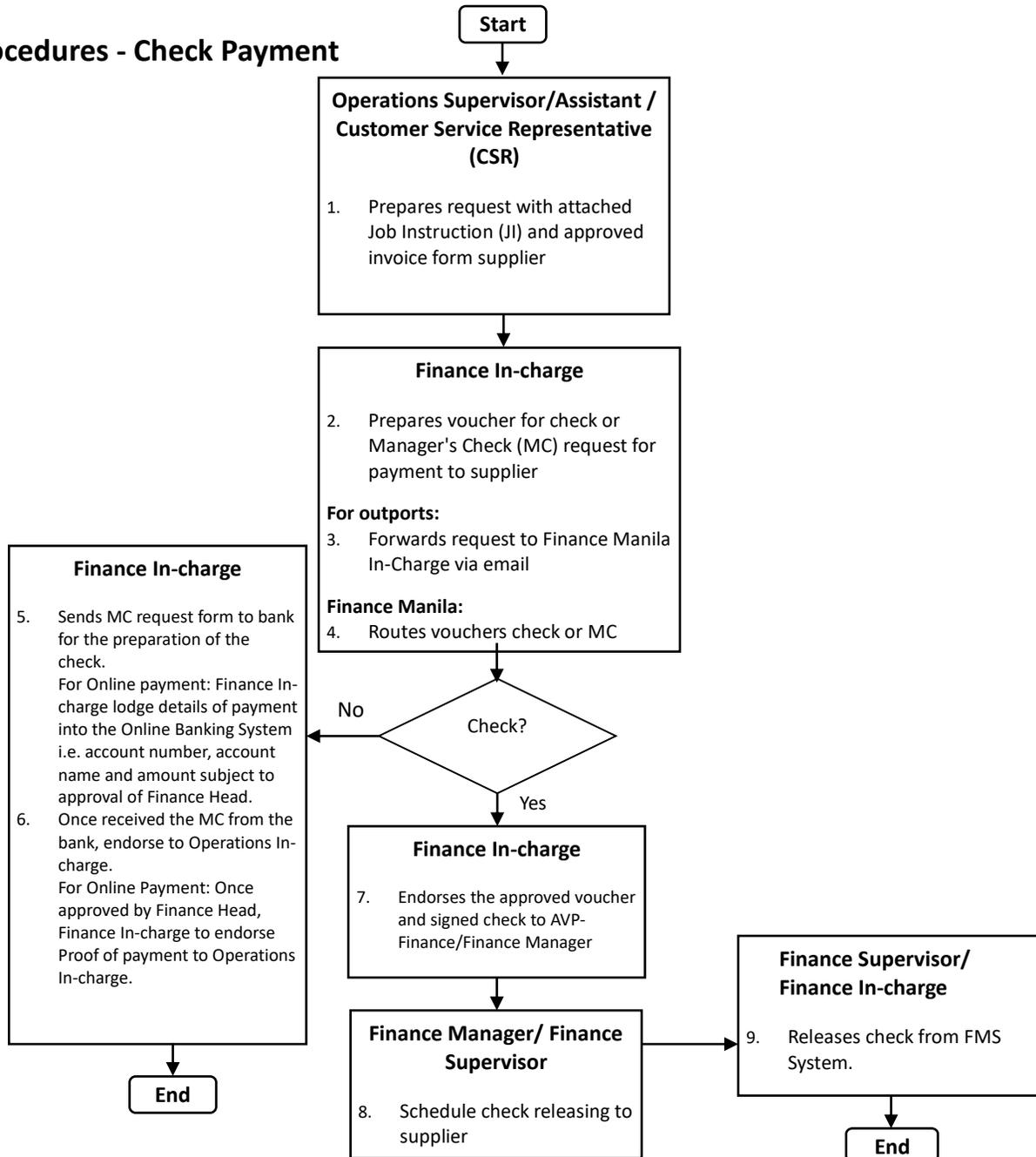
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Procedures - Check Payment



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