
	<h1 style="text-align: center;">Approval Matrix</h1> <h2 style="text-align: center;">References</h2>		<b>Document Number:</b>  RF-FIN-03.01
	<b>Department:</b>  Finance	<b>Effective Date:</b> June 05, 2017	<b>Revision No</b> 0

Categories	Description	Justification	MGR (BDM)	SR. MGR	AVP	GM	COO	CFO	CEO
<u>Revenue Related</u>									
Cash Advances - Operational Expenses	Arrastre and Cash Payment to Truckers	Duly accomplished Cash Advance Form	X	X	X	X	X		
Petty Cash fund - Operational Expenses	Arrastre and Cash Payment to Truckers	Duly accomplished Cash Vale Form	X	X	X	X	X		
Discounts	Freight Discounts to Client due to Service Failure, Regain Accounts and New Accounts	Approved discount by the authorized signatories			X	X	X	X	X
Claims	Claims filed by customers	Refer to the Claims Procedure			X	X	X	X	X
Revenue Adjustment	Incorrect rate, Incorrect Service Mode, Movement Type, Foul Trip	Rate For Adjustment Form						X	X
Credit limit	maximum amount of credit that will extend to a customer	Credit Approval Form			X	X	X	X	X
Credit Terms	maturity days offer to client	Credit Approval Form			X	X	X	X	X
Operating Supplies	HWB, Proforma, Official Receipt, Service Invoice	Request for Payment Sheet Purchase Order Form	X	X				X	X

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	<b>Department:</b> Finance			<b>Effective Date:</b> June 05, 2017			<b>Revision No</b> 0	

Categories	Description	Justification	MGR (BDM)	SR. MGR	AVP	GM	COO	CFO	CEO
<u>Repairs &amp; maintenance</u>									
Purchase of parts - Trucks	Purchase of Truck parts based on quotation from the Supplier	Quotation from Suppliers (at least 3), Request for Payment Sheet		X	X	X	X	X	X
Repairs of Trucks	Damages incurred	Quotation from Suppliers (at least 3, Incident Report, Request for Payment Sheet		X	X	X	X	X	X
Preventive Maintenance of Trucks	Schedule Preventive Maintenance	Preventive Maintenance Report and Request for Payment Sheet	X	X	X	X	X	X	X
Repairs & Maintenance of Office Equipment and Furniture & Fixture	Aircon, Cabinet, Locks, Door and alike	Incident Report	X	X	X	X	X	X	X
Repairs & Maintenance of Computer Hardware & Software	Defective Computer and Peripherals.	Incident Report, IT Recommendation Quotation from Suppliers (at least 3) if applicable, IT Job Request	X	X	X	X	X	X	X

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Categories	Description	Justification	MGR (BDM)	SR. MGR	AVP	GM	COO	CFO	CEO
<u>General &amp; Admin. Expenses</u>									
Computers	Request of New Unit	Job Request, IT Recommendation Quotation from Suppliers (at least 3) Email Request Confirmation from Finance included in Budget (if not included, approval from Officers). Computer specification based on user						X	X
Computer Peripherals	Request of New Unit (mouse, keyboard, avr, laptop battery, cord, external drive)	Job Request, IT Recommendation Quotation from Suppliers (at least 3) Email Request Confirmation from Finance included in Budget (if not included, approval from Officers). Computer specification based on user						X	X
Leasehold Improvement	Office Renovation	Confirmation from Finance included in Budget (if not included, approval from Officers), Request for Payment Sheet				X	X	X	X
Office Equipment	Request of New Unit (Printer, Aircon, Ref, Microwave)	Confirmation from Finance included in Budget (if not included, approval from Officers), Request for Payment Sheet			X	X	X	X	X
Furniture & Fixture	Cabinet, Chair, Table	Confirmation from Finance included in Budget (if not included, approval from Officers), Request for Payment Sheet			X	X	X	X	X
Office Supplies	Office Supplies	Request for Payment Sheet Based on budget	X	X				X	X
Car	Car Plan	Confirmation from Finance included in Budget (if not included, approval from Officers), Request for Payment Sheet							X
Trucks	Request of New Unit	Confirmation from Finance included in Budget (if not included, approval from Officers), Request for Payment Sheet, Quotation from Suppliers (at least 3)							X
Representation & PR	Rep & PR to clients				X	X	X	X	X
Manpower	Request of new hiree	Budgeted if not with justification			X	X	X	X	X
Christmas Giveaways	Based on CRM (Customer Relation Management)				X	X	X	X	X
Travel	Domestic & International travel	Confirmation from Finance included in Budget (if not included, approval from Officers), Request for Payment Sheet. Should include justification				X	X	X	X
Allowances	Cellphone, Transportation, Gas, Housing	Budgeted if not with justification				X	X	X	X

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