

MEMORANDUM**To:** All Petty Cash Holders**Date:** August 20 2024**Subject:** Schedule for Petty Cash Replenishment

In order to ensure the smooth operation and timely processing of operational expenses, please be advised of the following schedule for **petty cash replenishment**:

1. Submission and Check-In Days:

- **Wednesdays:** Petty cash replenishment requests must be submitted and checked every Wednesday.
- **Fridays:** Petty cash replenishment requests must be submitted and checked every Friday.

2. Online Disbursement Schedule:

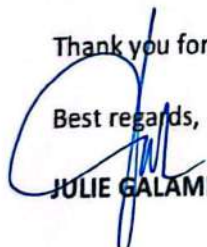
- Requests submitted and checked on Wednesday will be processed, and funds will be available online by **Friday** of the same week.
- Requests submitted and checked on Friday will be processed, and funds will be available online by **Monday** of the following week.

Please ensure that all **necessary documentation and approvals are completed** prior to submission to avoid delays in processing. Timely adherence to this schedule is essential to maintain efficient financial operations.

If you have any questions or need further clarification, please do not hesitate to contact the finance department.

Thank you for your cooperation.

Best regards,

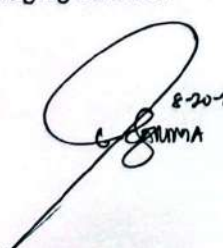

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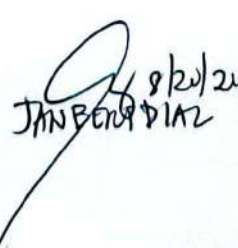
Noted by:


RICHARD B. LIM JR
Managing Director

 8/24/24

Jagapong 08/21/24

 8-20-24

 8/20/24
JAN BEN DIAZ

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