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Branch Office: 1501 The Centerpoint Condo., Julia Vargas Ave., Ortigas Center, Pasig, Metro Manila

Subject: Submission of Original Receipts Following Transactions

To: All Employees
Date: July 30 2024
Re: Compliance with Finance Manual Section 6.2.12

In accordance with the Finance Manual section 6.2.12, this memo serves as a reminder regarding the timely submission of original receipts following transactions.

Policy Reminder:

1. **Submission Deadline:**
   - All original receipts must be submitted to the main office within **5 days** after the transaction.
2. **Importance of Compliance:**
   - This policy ensures accurate financial tracking and accountability.
   - Failure to submit original receipts within the specified timeframe can result in non-compliance with our financial procedures.
3. **Responsibility:**
   - It is the responsibility of each employee to ensure that original receipts are delivered to the main office promptly.
   - The Finance Department will monitor adherence to this policy and follow up on any delays.

Please adhere strictly to these guidelines to facilitate smooth financial operations and maintain compliance with company policies. Should you have any questions or require further assistance, please contact the Finance Department.

Thank you for your cooperation.

Best regards,

JULIE GALAMITON

Noted by:

RICHARD B. LIM JR
Managing Director

Arvin A. Ruma
National Sales Manager