

Subject: Policy on Advanced Invoices and Photocopies

To: All Employees

Date: July 30 2024

Re: Finance Manual Policy 6.2.12 - Advanced Invoices and Photocopies

In accordance with the Finance Manual section 6.2.12, this memo serves to remind all employees of the policy regarding the acceptance and handling of advanced invoices and photocopies. Please take note of the following guidelines:

1. Acceptance of Advanced Invoices or Photocopies:

- o Advanced invoices or photocopies of invoices will only be accepted for transactions requiring **advance payment** to process the service.
- o In such cases, the Company may **temporarily accept a clear scanned** copy sent by the branch, provided it is supported by relevant contracts or agreements.

2. Monitoring and Tracking:

- o The Finance Department shall strictly monitor and properly track the status of the scanned copies to ensure compliance.
- o The receipt of the original invoices must be confirmed.

3. Responsibility and Compliance:

- o It is the responsibility of the concerned employees to ensure that these guidelines are followed to maintain proper financial documentation and accountability.

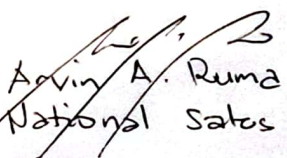
Please ensure strict adherence to these procedures. For any questions or further clarification, do not hesitate to contact the Finance Department.

Thank you for your attention to this matter.

Best regards,


JULIE GALAMITON

Noted by:


RICHARD B. LIM JR
Managing Director
Arvin A. Ruma
National Sales Manager07/30/24
obros, christian7-31-24
G. Chamba7/30
Lilet Handing7/31
H. H. H.

7/31

MICHAEL VINCENT LEAVE


JASON P. P. P.
7/31/24
Gee Salomon7/31/24
ADRIAN DANCOR7/31/24
J. J. J.7/31/24
J. J. J.RYZ MAY NEMENZO
01/16/24
7/31/24
JIMBERT DIAZ
J. J. J.

ANDREA GUMARA

JONATHAN CARRERA

7/31/24
JARED ALWA